Exhibitor Service Manual

Part 1

General Information & Rules

Index:

1. General Information
2. Booth Classification
3. Promotion & Publicity
4. FREE Online Promotion Services for the Official Website
5. Transportation
6. General Rules in Exhibition Hall
7. Booth Construction
8. Additional Services
   - Logo Usage
   - Security and Liability
   - Cleaning
   - Hotel Accommodations
   - Food and Beverages
   - Freight Forwarding
   - Decoration, Forklift & Forwarder List
   - Exhibitor Seminar

1. General Information

Welcome to participate in Display Taiwan 2013. It will be held in conjunction with Photonics Festival in Taiwan 2013 (OPTO Taiwan, LED Lighting Taiwan, Solar Taiwan, Optocomm Taiwan, OPTICS Taiwan, Plant Factory Taiwan, Taiwan Academic Research Expo) from June 18~20, 2013. This Exhibitor Service Manual is to provide information you need for a successful exhibition. Please take time to read the contents and return the service forms by their required deadlines.

Exhibit Dates and Hours

Exhibit Dates	Exhibitors Admission Time	Exhibit Hours
June 18 (Tue.)	08:00	10:00 ~ 17:30
June 19 (Wed.)	09:00	10:00 ~ 17:30
June 20 (Thu.)	09:00	10:00 ~ 17:30

Exhibition Location

Taipei World Trade Center Nangang Exhibition Hall

Address: No.1, Jingmao 2nd Rd., Nangang District, Taipei City 11568, Taiwan

Admission

The exhibition only opens to visitors over 15 years old

Number of Visitors

Over 31,000 (estimated)

Related Events

Opening Ceremony, Outstanding Photonics Awards, Welcome Reception, Market Trend Seminars, Technology Trend Conference, Exhibitors' Seminars

Organizer

PIDA: Photonics Industry and Technology Development Association

SEMI: Semiconductor Equipment and Materials International

TAITRA: Taiwan External Trade Development Council

TCA: Taipei Computer Association

Contact: Ms. Scarlett Wu, E-mail : scarlett@mail.pida.org.tw

Tel : 886-2-23514026 ext.853, Fax : 886-2-23968513

Show Website: www.displaytaiwan.com

2. Booth Classification

■ Booth Space Fee

Booth Classification	Unit Price	Size
Package Booth	USD2,800	3M x 3M
Raw Space	USD2,500	

■ Payment

The fee is payable in US dollars by bank transfer.	
Bank	Mega International Commercial Bank Co., Ltd., South Taipei Branch (SWIFT: ICBCTWTP 030)
Name	Photonics Industry & Technology Development Association
Account No	030-10-04993-7

■ Raw Space

The fee is for space only. The space is provided without partition, carpeting and any other facilities, etc. Exhibitors should appoint contractor to set up booth by themselves at their own expense. In this case, exhibitors are required to fill out form 8 before deadline.

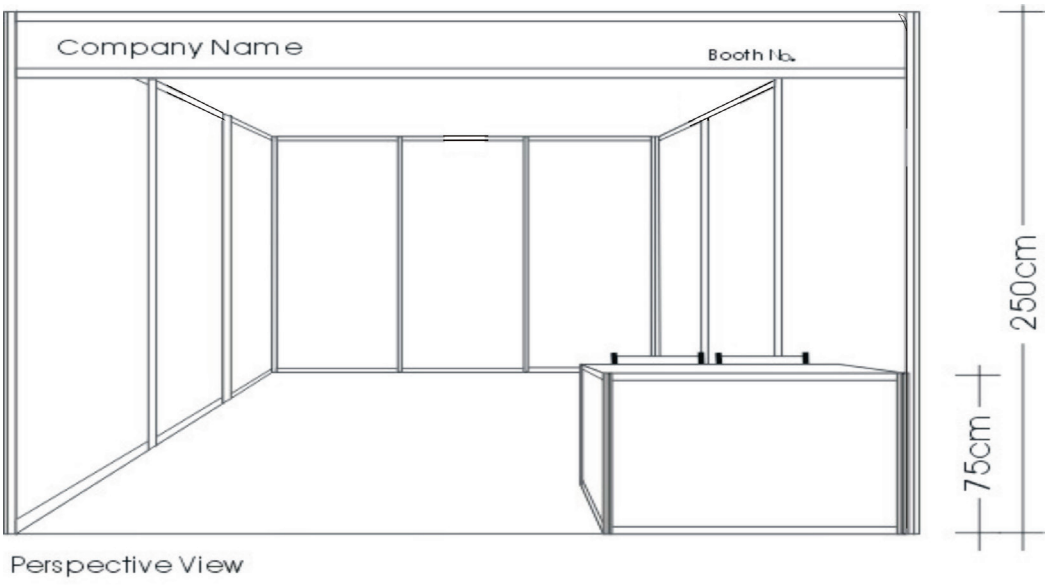
■ Package Booth

Standard Shell Scheme Booth is provided as a Package Booth with followings: booth space, white partitions on 3 sides (2.5m high), carpeting, fascia board, 3 spotlights (100w), 2 folding Chairs, 1 information counter, 1 wastepaper basket, 1 power socket. (Please see Part 3)

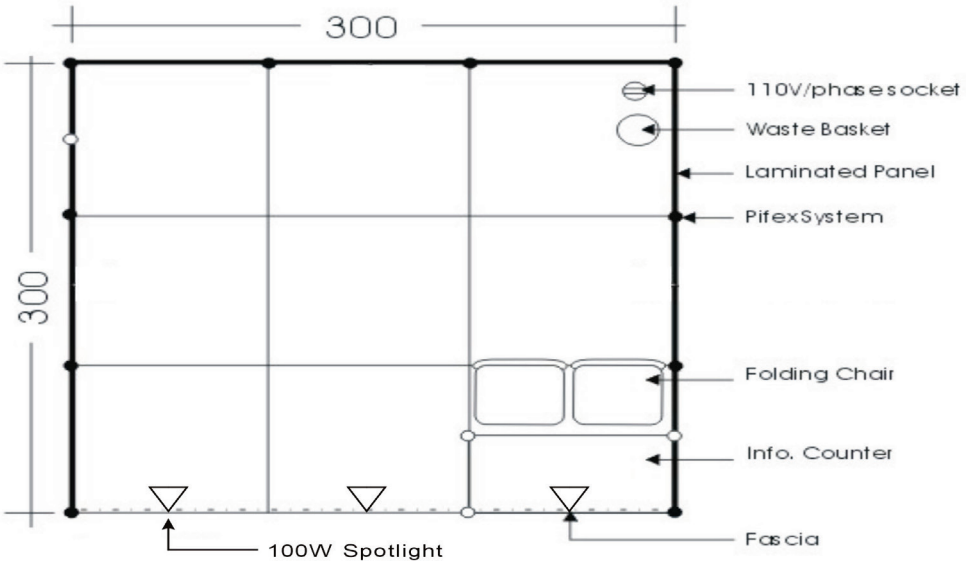
■ Second-Story Booth

Second-story booth application is only workable for exhibitors who order 4 or over 4 booths. Maximum 70% of the ground booths' area is acceptable for the second-story booth's construction. Application and related documents are required by the exhibition hall owner to check and approve for the construction at least one month prior to the exhibition. Extra fee for this application will be charged accordingly by exhibition hall owner too. (Please see Part 2)

■ Shell Scheme Package Booth (300x300cm)



Perspective View



Note:

1. Do not place screw or nail system.
2. When using tape or stickers on system, please remove all remains.
3. If color is needed for the system wall, please inform our contacts beforehand.

3. Promotion & Publicity

How do we bring visitors to the exhibition?

- **Publicity and advertising activities conducted by organizers:**

  Promotion advertising on global photonics related magazines and WebPages.

  Promotion activity using by the network among the domestic and overseas organizations.

  Mail invitation cards to related organizations and persons.

  Information on the exhibits will be publicized to mass media.

  Provide information to the supporting members by using daily e-news, monthly e-newsletter, bimonthly and quarterly magazines.

  Promotion activity in Taiwan and abroad through organizers website and e-DM circulation.

- **Publicity and promotion to be conducted by the exhibitors:**

  Invitation cards will be issued free of charge for exhibitors to invite clients and customers.

  PIDA provides the linkage service on its Homepage announcement to the exhibitors.

  Promote outstanding optoelectronic products for Taiwan.

- **Press conferences held by the organizers.**

4. Free Online Promotion Services for the Official Website

1. The official website of Display Taiwan 2013 provides you the most complete and effective online promotion platforms:

In order to enhance the interaction of exhibitors and buyers, the Taiwan External Trade Development Council (TAITRA) has constructed official website of Display Taiwan 2013. Exhibitors can display product catalogs and publish show-related news on the respective website to gain extensive product exposure. Therefore, buyers can search for their interested products anytime before, during or after the show (24 hours a day, 365 days a year). So, we encourage you to get the most out of our online promotion services offered by the official websites to maximize the effectiveness of your participation of the show.

2. Free Online Promotion Services:

(1) Who qualifies?

Exhibitors of Display Taiwan 2013.

(2) What are the Free Online Promotion Services?

a. Up to 5 product catalogs uploading→Product catalogs will be shown at random on the official website. (as pictured on the right)

b. Show-related news publishing→Exhibitor's show-related news will be shown in the section of "Exhibitors' News" on the official website.

c. Functions of My Display Taiwan which includes hotel reservation, message folders, and other show-related services.

(3)How to use the Free Online Promotion Services?

a. Please go to the official websites of Display Taiwan 2013: http://www.displaytaiwan.com

b. Step 1: Click "Exhibitor" → "My Display Taiwan Login"

Step 2: Activate your account ID and password and login. (If you need any assistance to confirm your account ID and password, please contact Mr. Nova Hsu, whose contact info is listed at the bottom of this instruction page.)

Step 3: After you login, select the function of "Product Catalogue" to display your product catalog, or select the function of "Exhibitors News" to publish your show-related news on the website.

3. Contact Person:

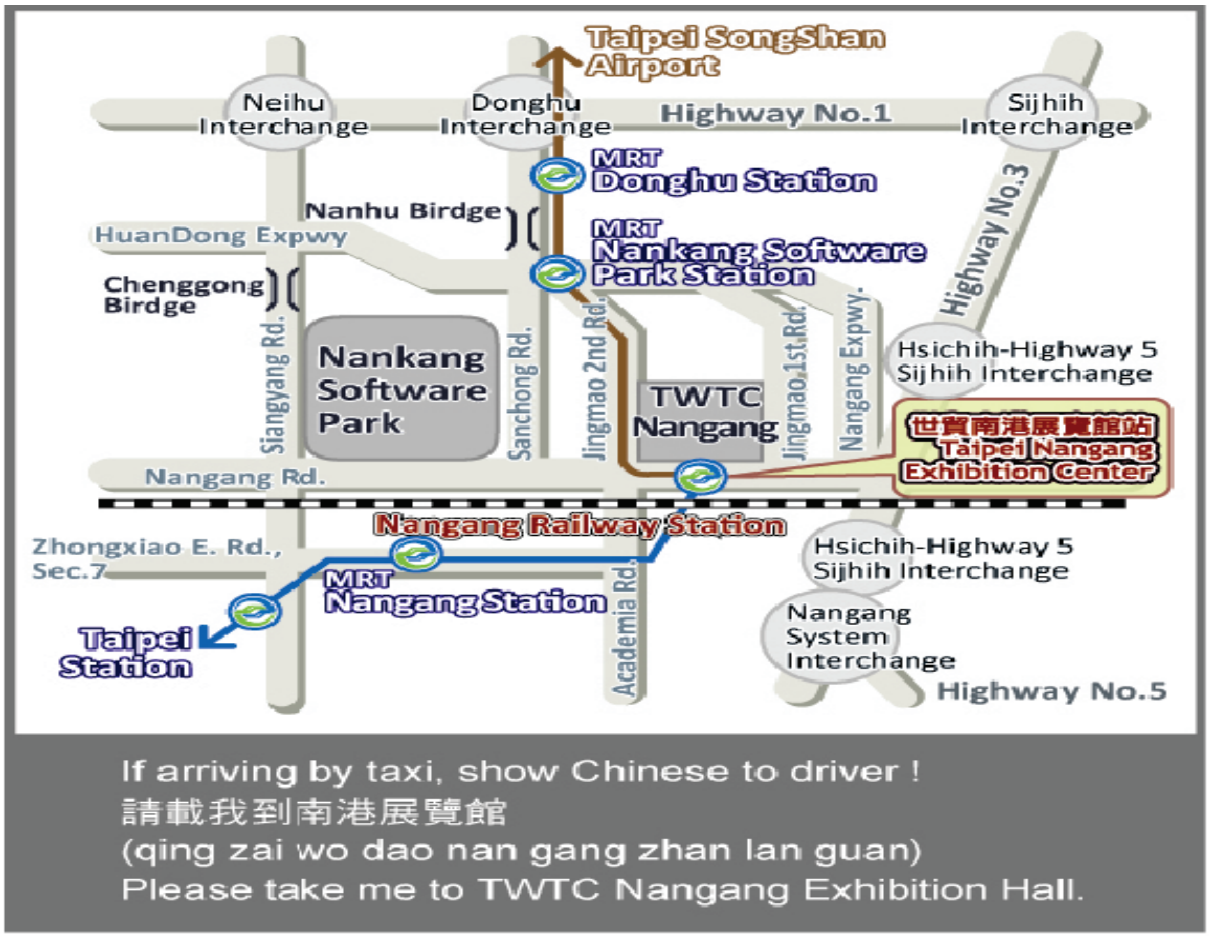
If you have any question about Free Online Promotion Services, please contact：

Ms. Jessica Cheng, Trade Net Center, TAITRA

Email：jessicacyc@taitra.org.tw

5. Transportation

■ Map of TWTC Nangang Exhibition Hall



■ By MRT:

1. Take the Brown Line (Taipei Nangang Exhibition Center Station-Taipei Zoo) and get off at Taipei Nangang Exhibition Center Station. (From Taipei SongShan Airport to Nangang Exhibition Hall, take the Brown Line, too.)
2. Take the Blue Line (Taipei Nangang Exhibition Center Station- Far Eastern Hospital -Yonging) and get off at Taipei Nangang Exhibition Center Station.

■ By Bus:

Take bus routes Blue 15, Blue22, Blue23, 205, 212, 270, 276, 306 and get off at Cheng-Zheng Junior High School stop, then walk to TWTC Nangang Exhibition Hall, which takes about 5 minutes. Or you can take bus routes 205, 212, 276, 306, 311, 605 and get off at Nangang Elementary School stop, then walk to TWTC Nangang Exhibition Hall, which takes about 3 minutes.

Parking (Parking fees are subject to change as per each parking lot.)

- **P1:TWTC Nangang / 620 Parking spaces(Underground Parking)**
- **P2:Taiwan Fertilizer C2 Parking Lot / 352 Parking spaces**
- **P3: Taiwan Fertilizer C3 Parking Lot / 768 Parking spaces**
- **P4: Taiwan Fertilizer C4 Parking Lot / 82 Parking spaces**
- **P5:R53 Temporary Public Parking Lot / 147 Parking spaces /NT$20(per hour) / 24HR**
- **P6:Xingzhong Parking Tower / 647 Parking spaces /NT$30(per hour) / 24HR**
- **P7: Word Trade Park Underground Parking Lot / 400 Parking**

➡ **Parking Lot Entrance**

From Taoyuan Int'l Airport (T.I.A) to TWTC Nangang Exhibition Hall by Shuttle Bus

(KUO-KUANG MOTOR TEANSPORT COMPNAY LTD.)

1. Bus Routing & Frequency:

(1)Routing : Nangang Exhibiton Hall→Ruiguang Rd.(Neihu) →Taoyuan Int'l Airport (T.I.A)
Frequency: 05:00~22:00 (Next bus: 20~30 Minutes)

(2)Routing: T.I.A→Ruiguang Rd.(Neihu) →Nangang Exhibiton Hall
Frequency: 06:20~23:20 (Next bus: 20~30 Minutes)

2. Fare Schedule

Ticket Type	Nangang→T.I.A	Ruiguang Rd.(Neihu)→T.I.A
Adult	NT$115	NT$95
Elder & Kids	NT$55	NT$45
Bound Trip Ticket	NT$200	NT$170

3. Service Number: 0800-010138

6. General Rules in Exhibition Hall

※Exhibiting companies and booth contractors should follow these regulations.

1. According to TAITRA's Regulations for Exhibition Booth Contractors, the contractor must fill out the registration form with related documents attached and register with the management committee of TAITRA and leave a deposit, before being permitted to work on the exhibition grounds. Taipei Nangang Exhibition Hall is managed by TAITRA Nangang Exhibiton Center (hereafter referred to as "the Center.") The Center reserves the right to deny entry into Taipei Nangang Exhibition Hall if the contractor does not complete the registration process.
2. Registration, entry/exit controls, payment /refund of deposit:

(1) Booth Contractors must register at the management department of TAITRA (The Venue Management Section) and leave a deposit. Addresses of section branches:

a. Exhibition Hall 1, Taipei World Trade Center. Tel: 2725-5200 ext. 2276 or 2213.

b. Taipei Nangang Exhibition Center. Tel:2725-5200 ext. 5532. All staff must display the exhibition service badge or wear the official uniform approved by TAITRA, or display the working badge issued by the organizer before being allowed inside the exhibition grounds.

(2) To request production and issuance of exhibition service badge, the contractor must prepare the following documents:

a. Registration form and agreement (completed with the company stamp and the stamp of the person in charge)；

b. Photocopy of Business License or Certificate of Profit-Seeking Enterprise；

c. Sight check for the deposit (NT$20,000 only payable to: Taiwan External Trade Development Council)；

d. Exhibition Service Badge Application Form (forms described in 1 and 4 may be downloaded at http://www.twtc.com.tw/ under the column for exhibition contractor services)

(3) The company must issue non-transferable check for the deposit and then pay the designated bank with the invoice issued by TAITRA. After the bank stamps the invoice, the company can then apply for the service badge. If the company wishes to stop providing service for later exhibitions, it must apply for registration canceling to the section where it registered. The deposit will be returned in full if no fines are issued and no damages are found.

(4) Each contractor involved in the decoration process - staffing firms, assemblers, carpenters, craftsmen, painters, carpeting companies, utility companies, stereo installation specialists, lighting specialists, transporters, metal workers, forklift operators, importers/exporters and

other companies must register separately from the main designing firm/decoration company.

3. Labor safety and health items for compliance:

To prevent occupational hazards and maintain labor safety, the organizer shall comply with government labor safety laws as well as "TAITRA's Pre-construction Safety & Health Declaration for Nangang Exhibition Hall"; "Rules of TAITRA for Contractor's Standard Pre-construction Work on Nangang Exhibition Hall"; "Guidelines of TAITRA on Contractor's Safety & Health Management"; "Submission of Notification Reports on Damages to Nangang Exhibition Under Contract", and "Notification of Hazardous Factors for Construction Site", and other related regulations. The abovementioned labor safety and health regulations may be downloaded from the following website: http://twtcnangang.com.tw – Exhibition Hall services and facilities – Labor Safety Management Rules.

4. Construction guidelines for exhibition booths:

(1)According to fire-precaution regulations of Nangang Exhibition Hall (Volume 4 as revised), both exhibition areas located on the ground and the fourth floors (lower exhibition ground and upper exhibition ground), which are divided into 8 districts each by walking aisles with a net width of 6.1 meters (for automobile exhibitions, the said width shall be 7.4 meters or greater.) Every district should not exceed 3,000 square meters to prevent any accidental fire from spreading. Pursuant to Article 11 of the Firefighting Act, the renovation for the exhibition area and all exhibition booths should be in compliance with the requirements for the use of materials with flame-retardant marks. These include carpets, window blinds, curtains, advertising billboards and other designated flame-retardant items. Fire prevention materials should be clearly marked with inspection labels. For the duration the contractor is on the premises it must have available documents attesting to the non-combustible or fire-preventing qualities of the materials for the reference of fire control and building control units. Any violation of these laws and regulations that results in the Center being issued a fine, or if an accident occurs for which the contractor is responsible, contractors shall be fully liable.

(2)Exhibition booths must be properly erected and decorated. The exhibition company's name and booth number should be clearly displayed in the booth.

(3)The maximum height of a booth is 2.5 meters (including exhibits and partition walls). Depending on the situation, company or product signage can be erected to a height not exceeding 4 meters from the floor. In the case of booths along the aisle, the length of their walls shall not be longer than 50% of their length along the aisle. In addition, the length of any continuous sealed wall shall not exceed 9 meters. Under special circumstances where it is necessary for exhibitors to build structures exceeding the height limit, the organizer must provide the Center's Business Development Section with a copy of the agreement with the government, Public Safety and Third-Party Liability Insurance forms, a decoration proposal, an

installation location map and other documents deemed necessary prior to 10 days before the show. They shall furthermore be required to pay an "Excess Fee" (NT$100,000 per booth). An exhibitor is required to have rented six or more booths before being permitted to build structures that exceed the maximum allowed height of 6 meters each, where booth exteriors must be set back at least 1 meter from walking aisles. Furthermore, the rear part of the wall must be decorated. If it is not possible for the booth to be set back from the aisle, the exhibitor shall be required to obtain the prior written consent of the adjacent exhibitor. The "Excess fee", which is NT$100,000 (tax included) based on 18 square meters as one unit shall be calculated based on the projected area in the design drawings. Exhibitors whose booths exceed 18 square meters will be charged accordingly by dividing the projected area in the design drawing with 18 square meters to obtain the figure before multiplying the said figure with NT$100,000. Where the booth area is less than 18 square meters, the exhibitors shall still be charged NT$100,000.

(4)Partitions, walls or signs next to aisles or between booths should be attractively designed and built only after obtaining the approval from exhibitors in neighboring booths. Otherwise, the Center will not supply electricity. Exhibitors and contractors are liable for damage to facilities and injury or death of any staff member.

(5)The construction of an enclosed area should not cover more than one-half of the rented space.

(6)Booth and exhibit decorations (including signs, flags, plants, carpets, and lights) should not be placed or be extended beyond one's own booths. Additional air conditioners may not be installed. Any exhibitor that fails to make changes as directed will have their electricity cut off by the Center.

(7)No objects should be hung from the ceilings or pipes. No posters or other promotional materials may be posted on walls or columns. Any exhibitor that fails to make changes as directed will have their decorations dismantled by the Center at the cost of the exhibitors and the decoration contractor.

(8)Exhibitors are strictly prohibited from cordoning off electrical boxes, fire fighting equipment, emergency exits and signage thereof. Decorations or exhibits may not conceal fire fighting equipment, air-quality monitors or emergency exits. Blocking passenger or freight elevators is strictly prohibited. Any exhibitor that fails to make changes as directed will have their decorations dismantled by the Center at the cost of the exhibitors and the decoration contractor.

(9)No neon, flashing, spinning, jumping and string lights (except if these are exhibition items within the booth) are allowed. Power will be cut to violating booths that fail to make changes as directed. Lights may not be turned upwards in order to prevent miscellaneous items from

falling onto light covers and starting fires.

(10)Television walls or screen walls must adhere to the following regulations so that visitors do not block aisle access to neighboring booths.

a. Walls must not exceed 2.5 meters in height. The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.

b. If the wall needs to exceed 2.5 meters in height then it should not be higher than 4 meters and the front of the wall should be at least 2 meters from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.

c. The films/videos shown must fit the theme of the exhibition/event and cannot be sexually explicit or against accepted social customs and norms.

d. If the exhibitor violates any of the items listed above and refuses to make improvements, TAITRA will shut off power to the booths.

(11)Exhibitors wishing to raise balloons within one's own booths are required to apply for approval prior to 10 days before the show opens. Balloons hung without the approval of the Center will be removed, and the fee will be the responsibility of the organizer or the exhibitors. Please obtain information about the request process and the form from the organizer. Balloons are allowed inside the booths only. Each large advertising balloon will be charged NT$10,000 and cannot be over 7 meters from the ground (no charge if it's under 5 meters) and smaller decorative balloons cannot be over 4 meters from the ground. Violators will be penalized for the following violations: balloons floating up to the ceiling, balloon strings hanging on the ceiling or on the pipelines in the ceiling, or balloons left behind after move-out. Violators will be penalized NT$10,000 for each balloon and NT$10,000 for strings on the ceiling. The exhibitors will be solely liable for damages that occur because of balloons.

(12)Guideline for setting up stages and stereo equipment:

a. To install a stage or stereo equipment with output greater than 20 watts, the exhibitor must provide a design illustration (the location of the stage and speakers, and the activities and/or times that the equipment will be turned on must be clearly stated) and leave a deposit (the amount charged will depend on the guidelines for each exhibition, but on average at least NT$50,000). The exhibitor must submit a request prior to 20 days before the exhibition to the organizer. The exhibitor must submit a request in writing signed with a signature promising that all of the abovementioned guidelines will be followed.

b. The organizer must fill out and send the "Stage and Stereo Equipment Request Form with Recognizance", directory of the exhibiting companies, and booth layouts to the Venue Management Section prior to 10 days before the exhibition (a stereo play time

chart must also be submitted before the exhibition.)

c. The edge of the stage must be at least 2 meters away from the edge of the aisle. At most two speakers are allowed except where the Center has given approval. Speakers must face inward and be placed at a downward angle. The volume cannot exceed 85 decibels (calibration must be performed with the organizer before the exhibition begins). No two neighboring booths can run stage activities or play stereos at the same time.

d. The organizer must ensure that exhibitors follow the abovementioned guidelines and the Center may organize an inspection team to enforce these rules. The Center will perform checks regardless of whether the organizer cooperates. The organizer is responsible for keeping track of violating parties, fining them and making sure improvements are made.

e. There are three degrees of penalties for violations:

First Degree: If test results show that sound is louder than the limit and the violator does not correct the situation after receiving an oral warning, a ticket will be issued and the violator will be notified that the next offense will result in a fine.

Second Degree: If no improvements are made upon subsequent checks, fines will be issued: NT$1,000 for the second check, NT$4,000 for the third check, NT$10,000 for the fourth check, NT$15,000 for the fifth check, and NT$20,000 for the sixth check (the organizer is allowed to increase or decrease the amount levied on exhibitors based on its prior exhibition experience.)

Third Degree: If the violating party still refuses to cooperate after five fines, no power will be provided to the booth. Other violations committed by the decoration contractor or stereo specialists will be dealt with according to Article 8 of these Regulations Governing Booth Decorations.

f. Volume testing: A decibel meter will be used at a height of 1.2 to 1.5 meters, close to the average height of human ears, and placed 3 meters parallel from the sound source.

g. An exhibitor who uses its own wireless microphone shall be required to file its microphone frequency with the Center's Client Service Section for approval before being allowed to set up the same for use. Where the use of wireless microphone is without the Center's approval such that it interferes with or affects other meetings in the Hall, the Center can, in addition to demanding cessation of the use of the relevant equipment, levy a fine based on Third Degree.

h. If the exhibitors follow the above guidelines, the deposit will be returned in full after the exhibition.

(13) Utilities:

a. Each booth is to submit an application to the organizer for the amount of electricity and water needed. Privately accessing power without permission is prohibited, and violators will have electricity cut and their booth closed. Contractors involved in such violations will lose their registration as contractors, and in order for TAITRA to maintain public safety in each Exhibition Hall, all lighting and illumination equipment in each booth must be installed by a commissioned electrical equipment business holding a Class A or above license, and this business must complete registration with the relevant unit of TAITRA to provide and set up water and electrical facilities. Exhibitors are strictly prohibited from bringing their own equipment and installing it (with the exception of display lighting), and violators will have their electricity cut and booth closed. In the event of a threat to public safety, damage to property, or injury and loss of life, the exhibitor is fully liable.

b. In order to avoid an overload, damage to equipment, spikes in electrical power, fire or other accidents, it is forbidden to dismantle or damage exhibition facilities or to access electricity on the premises and connect it with incompatible electrical facilities. Any facilities found in violation will be automatically dismantled at the cost of the violating company or contractor and the violating booth will have its supply of electricity cut.

c. No neon, flashing, spinning, jumping and string lights (except if these are exhibition items) are allowed. Power will be cut to violating booths that fail to make changes as directed. Lights may not be turned upwards in order to prevent miscellaneous items from falling onto light covers and starting fires.

d. Cable trenches are for cable only. To prevent short circuits, fire and other accidents, pouring water into cable trenches is strictly prohibited.

e. Any contractor found in violation of the above-mentioned provisions may be fined NT$100,000 for each violation; any contractor found in violation twice during one month or three times during one year (inclusive) or more, will be prohibited from working on the premises for six months.

f. During move-in (except on the day prior to the exhibition): Compressed air and ceiling lighting will be provided during normal operating hours, for use during decoration and layout of exhibition booths. No electricity is provided. Where the renovation contractor has other power requirements they can apply to the service counter for the organizer to apply for power supply during the relevant period of time.

g. Exhibitors who request utilities (including those who require 24-hour uninterrupted utilities) should have contingency devices (such as an uninterruptible power supply) ready. TAITRA is not liable for any damages and power/water interruption caused by the Taiwan Power Company or by malfunctions of facilities in the hall.

(14) Exhibitors who desire to build a second-story booth must submit a request and pay in advance.

(15) Occupying public areas (the front gate, lobby, sidewalks around the premises, plaza, rest area, underground parking lot, loading dock, freight elevator and other areas) is strictly prohibited. Setting up stages, moving billboards, flags, or hanging advertisements, posters, flower baskets and other hanging items in these areas are strictly prohibited as well, except in cases where the organizer has applied for and obtained permission from the Center.

(16) The Nangang Exhibition Hall's lower level (lower ground) has 60 columns. Regardless of an exhibitor's intent to decorate all or part of a column within the booth area, an "Application to Reserve a Column for Beautification and Decoration" including an attached booth design (with floor space, and three-dimensional design of facilities) is to be submitted 25 days in advance of the event to exhibition organizers. Once exhibition organizers give permission, the contractor can apply to the Center 15 days prior to the event at the Nangang Exhibition Hall to obtain permits before the column may be reserved and decorated. Guidelines for Column Beautification and Decoration:

a. Column must be in juxtaposition to the wall of existing modular facilities for exhibition (wall width on the east and west side is 213cm and width on the north and south side is 235cm each; height is 250cm for all walls);

b. Additional walls on the north side of the Hall must have a hidden door (doors must exceed 70cm in width and 200cm in height or the opening may be exposed in the compartment wall); a space at least 110cm high and 60cm wide should remain to accommodate direct access to sprinkler switches, compressed air pipes control valve box; no wall or object may conceal them.

c. Additional walls on the eastern side of the Hall (facing Jingmao Road) must leave a space at least 140cm high and 110cm wide to accommodate direct access to the fire control panel, sprinkler switches, and ground fire extinguishers; no wall or object may conceal them.

d. The height of the wall around the column may not exceed 4 meters;

e. In the event the above mentioned provisions are violated, the facilities will be taken down, costs for which shall be born by the exhibitor. In the event of guideline violations that are not corrected in a timely manner, resulting in fire prevention authorities issuing a penalty, the fines and related liabilities shall be the sole responsibility of exhibitors. Violating contractors will be fined according to Hall decoration regulations.

5. Matters for attention during set-up and move-in:

(1)All contractors must have third party liability insurance. The exhibition organizer shall procure public accident insurance during the period of exhibition (including Move-in and Move-out

periods). It shall submit a photocopy of the said insurance policy not less than 5 days before Move-in to the Center's management unit for review. See Article 10 of the Hall's Rules on Lease of Exhibition Premises.

(2)Unregistered contractors should register according to the process outlined in article 2 and have exhibition hall service badges (or uniforms), or request the working badge for the exhibition from the organizer prior to 15 days before the exhibition begins. Otherwise the contractor will not be allowed to enter the grounds to carry out work. The organizer has the right to ask anyone without proper ID or uniforms to leave the premises.

(3)The organizer must supply to exhibitors working badges for contractors and staff so they will be allowed to enter the grounds. The organizer must submit 16 sample copies of the exhibition working badge to the Venue Management Section of the Center prior to three days before move-in for reference of Center security personnel.

(4)In order to ascertain the booth's exact point and the corresponding location, exhibitors are required to instruct their designers to measure the site before undertaking booth design and planning.

6. Matters for attention during construction:

(1)Control and request for entry of vehicles:

There are three areas in the ground level exhibition hall (lower ground): I, J, and K. There are a total of 60 columns inside the exhibition hall (existing walls' width on the east and west side is 213cm and width on the north and south side is 235cm each; height is 250cm for all walls). There are two to three electrical boxes on the south and west side of each column and an air valve box on the North side and a fire alarm wall unit is placed on every other column on the east. There are three areas in the upper level exhibition hall (4F): L, M, and N, with no columns inside (about 180 meters x 126 meters). All trucks must enter through the Eastern entrance of the hall (Jingmao 1st Road vehicle entrance). To get to the 4th level exhibition hall, vehicles must enter using the truck ramp (or the spiral ramp – width of 11.4 meters with a height restriction of 6 meters; vehicles shall have a maximum height of 4 meters). Sizes for cargo entrance for each area are listed below:

Area I: Height 5 meters, Width 9.9 meters	Area L: Height 4 meters, Width 11 meters
Area J: Height 4.5 meters, Width 11.6 meters	Area M: Height 8.5 meters, Width 11.9 meters
Area K: Height 5 meters, Width 10 meters	Area N: Height 4 meters, Width 10.1 meters

The maximum height of trucks allowed to enter the 1st and 4th floors is 4 meters. For the entrance of trucks over 4 meters high (with or without goods) into the premises, requests must

be submitted to the Venue Management Section of the Center (including trucks over 4.25 meters high). After obtaining permission, they can enter via the designated route at the designated time.

(2)The maximum load for the 1st floor of the exhibition hall is 5 tons / square meter, and for the 4th floor of the exhibition hall is 2 tons / square meter. No overweight, oversized vehicles or items (vehicles and items that do not fit the above guidelines) are allowed inside. Overweight and/or oversized items for exhibition or decoration must be disassembled before entry is permitted. The organizer will be responsible for any damages.

(3)Regulations on loading of vehicles entering and leaving exhibition hall: The use of vehicles with a gross weight of over 15 tons (based on the load indicated on the vehicle or vehicle license) or cranes (hoist); forklift and hoist-truck of any tonnage in the exhibition hall shall require an application to the Center by the organizer 20 days in advance by way of submission of "Application Form of Taipei Nangang Exhibition Hall for Access by Heavy Vehicles". When entering the exhibition hall, the "ground weigh form" shall be submitted for Nangang Center's approval before being allowed access during the permitted time period.

Ground floor Exhibition Hall (including entrance driveway)	
1. Vehicle load (include total weight of vehicle and goods)	(1) 20 tons for dual-axle; 43 tons for those with more than two axles; (2) Safety distance between any two vehicles is more than 6 meters.
2. Restrictions on load of forklift	(1) An individual forklift's total load should not exceed 18 tons; (2) Where 2 forklifts are handling different goods, they should maintain a distance of at least 6 meters; (3) For goods which exceed 18 tons (but in any case not exceeding 36 tons), two forklifts are allowed to work in conjunction provided that they must maintain a distance of at least 4 meters. (4) Each lifting and unloading shall not last longer than 50 minutes.

3. Restrictions on load of cranes	(1) An individual crane's total load should not exceed 27 tons; here 2 cranes are handling different goods, they should maintain a distance of at least 9 meters; (2) For cranes with a maximum load of less than 18 tons, wooden or steel board (of any specifications) must be used to pad the load support. For cranes with a maximum load of more than 18 tons, before loading sleeper should be used to pad the load support. The padding materials should not be less than 90cm (length) x 90cm (width) x 15cm (height). (3) Each lifting and unloading shall not last longer than 50 minutes.
Fourth Floor Exhibition Hall (including ramp and unloading platform)	
1. Vehicle load (include total weight of vehicle and goods)	(1) 15 tons for dual-axle; 35 tons for those with more than two axles; (2) Safety distance between any two vehicles is more than 6 meters.
2. Restrictions on load of forklift	(1) An individual forklift's total load should not exceed 8 tons; (2) Where 2 forklifts are handling different goods, they should maintain a distance of at least 6 meters; (3) For goods which exceed 8 tons (but in any case not exceeding 16 tons), two forklifts are allowed to work in conjunction provided that they must maintain a distance of at least 4 meters. (4) Each lifting and unloading shall not last longer than 50 minutes.
3. Restrictions on load of cranes	(1) An individual crane's total load should not exceed 12 tons; here 2 cranes are handling different goods, they should maintain a distance of at least 9 meters; (2) For cranes with a maximum load of less than 8 tons, wooden or steel board (of any specifications) must be used to pad the load support. For cranes with a maximum load of more than 8 tons, before loading sleeper should be used to pad the load support. The padding materials should not be less than 90cm (length) x 90cm (width) x 15cm (height). (3) Each lifting and unloading shall not last longer than 50 minutes

(4)Trench on the floor: There is a trench every 9 meters from south to north (total of 13 trenches, each trench being 30cm wide and 35cm deep) on the 1st and 4th floors. There are 8 trenches from east to west on the 1st floor of the exhibition hall, and 10 trenches from east to west on

the 4th floor of the exhibition hall. The east-west trenches are connected with the south-north trenches and are reserved for laying power lines and telecommunication cables.

(5)Drainage boxes are provided: There is one drainage box on either side of each (S - N) trench every 6 meters. Exhibitors may apply to use drainage boxes for water drainage.

(6)Three large freight elevators are on the East side of the hall. The height of the door for each is 3 meters and the width for each is 3 meters (the net height of the lift is 3.3 meters), and the depth is 7.8 meters. The maximum load for each elevator is 6 tons (no vehicles shall be driven into any cargo elevator).

(7)The organizer should implement the procedures outlined below for vehicle control in order to maintain order, safety and air quality inside the exhibition halls:

a. Passenger vehicles (sedans) are not allowed inside the exhibition hall. Vehicles driving into the surrounding area must not exceed the speed limit (10 kilometers per hour.) Compensation must be paid for any intentional or accidental damage. Engines must be turned off inside the hall.

b. Trucks carrying construction materials and exhibition goods must enter the halls according to the schedule set by the organizer. For those that do not follow the regulations, depending on the situation, the guards have the authority to deny entrance.

c. For a truck entering the exhibition halls, a temporary fee of NT$1,000 must be paid at the entrance (for mechanical or larger exhibitions higher amounts are required). 100% of the fee will be returned upon move-out within one hour. For every hour overstayed, NT$200 will be deducted (the time count begins upon entering).

d. No excavators are allowed.

7. Procedures during move-in and other matters:

(1)The utility contractor must submit a copy of the installation plan to the Nangang Exhibition Center's Technical Support Section for reference; otherwise the contractor will not be allowed to perform work on the grounds. The contractor must apply to the Center's Technical Support Section and Venue Management Section after it has received permission from the exhibition organizer, and then come in during the time between exhibitions to lay cable and perform work. If work must be performed during grounds lease periods or overtime work is needed, the contractor must also obtain permission from the organizer.

(2)Carpeting specialists must submit a copy of the installation plan to the Venue Management Section for reference; otherwise the specialists will not be allowed to work on the grounds. For exhibitions of large machinery or heavy objects, the specialists must submit a request to facility department and Technical Support Section to enter the grounds early during the time between exhibitions. The contractor can begin working after obtaining permission. If work must

be performed during grounds lease periods or overtime work is needed, the contractor must get permission from the organizer.

(3)The time for painters and craftsmen to enter depends on the progress of woodwork and system assemblage. For washing instruments used with water soluble paints, they shall go only to the washroom in each exhibition area (Those on the 1st floor are numbered: 0177-2, 0194-1, 01103; those on the 4th floor are numbered 0498 and 04106). No washing instruments can be used with oil-based paints in the Hall and paint mixing is not allowed to be conducted in the bathrooms. The contractors are responsible for disposing sticky waste such as wallpaper.

(4)Water deliveries, flower deliveries, and lunchbox vendors are not allowed inside the exhibition grounds and their vehicles are not allowed inside (those sending potted plants are allowed inside for decoration purposes).

(5)For safety reasons, aisles may not be occupied for decoration/display purposes. These things should be done inside each booth.

(6)If the decoration is chiefly made of wood, then it should be made ready outside the exhibition hall before move-in and assembly.

(7)No steel nails, spray paint, soldering and electrical saws are allowed. Any violations will result in power being cut off.

(8)Please place PVC cloth or board on the ground before painting and take care not to stain the ground.

(9)Carpeting: Carpets should not be glued directly to the floor. A 10-centimeter wide double-glued tape must be used along the edge of the carpet to stick down the carpet. Make sure all the tapes are cleaned and disposed during move-out. Those who do not clean after the exhibition will be banned from working inside the booth for six months.

(10) Disposing of the construction materials:

a. Package and construction materials, which are to be disposed of, should be removed each day and should not be placed in the aisle.

b. It is strictly prohibited to pour leftover paints into sinks and toilets. Brushes used with water soluble paints must be washed inside mop wash basins in designated bathrooms. The exhibitors and contractors will have to pay for the cleaning fee if violations occur.

c. Wastes not disposed of in time are the responsibility of with the exhibitors and contractor solely responsible for the costs. If work for the next and/or later exhibitions is interrupted, the exhibitors and contractors will be responsible for the losses.

(11) The exhibitors and decoration contractor will be responsible for any damages to the facilities, financial losses and deaths caused by improperly performed work.

(12) No alcoholic beverages, betel nut or chewing gum is allowed inside the premises. For the

sake of everyone's public image, all workers must wear proper clothing and sandals are not allowed.

(13) No decoration materials can be placed inside the space outlined by the yellow net areas inside and outside the exhibition grounds. Any violation will result in a six month ban from working inside.

(14) Safety insurance:

a. During the exhibition/event period the exhibitors should look after the items, materials, decorations, and other facilities during construction/installation and have them insured. The Center will not be responsible for any damages.

b. During the exhibition/event period (including decorations before the actual exhibition and post-dismantling), any deaths or financial loss of staff or third parties caused by improper installation, operation, maintenance or management of the facilities, items for exhibition, and others will be the responsibility of the exhibitors and the contractors and not of the Center. The exhibitors and the contractors are responsible to implement safety measures and are required to have public liability insurance beforehand.

8. Matters for attention before booth dismantling and during move-out:

(1)All items for exhibition, materials for decoration, and waste must be completely cleaned up and transported away from the exhibition grounds before the end of the move-out period and must not affect the proceeding of next and/or later exhibitions. Where there is an eventless day following the move-out period, all the items, materials and wastes may be transported off the ground during that time, with an additional lease fee charged. No excavators are allowed by the Hall inside the exhibition grounds. The organizer must consider the length of time needed for performing move-in/out work and request reasonable length of time for work.

(2)The maximum load for the floor of the exhibition ground on the 4th floor exhibition hall is 2 tons / square meter, and 5 tons / square meter on the 1st floor exhibition hall. The organizer is responsible to install bases and bearings (steel beams, boards, and ties) that reduce the concentrated contact of the weight of the vehicles and cargo with the floor to prevent damaging the floor. The organizer will be solely responsible for damages and/or injuries to the facilities and/or staff because of the operation of vehicles or the cargo they carry, or any other equipments, instruments, and others (note: items for exhibition or decoration must be dismantled before transporting inside and outside if their sizes exceed the maximum height and width of the entrances/exits. The organizer will be responsible for any damage on the facilities caused by improper handling).

9. Penalties for other violations:

Where there are violations of the regulations in this document, in addition to the above penalties and depending on the circumstances, the Center has to right to:

(1)Cut off water supply and power.

(2)Close down booths and stop the exhibition at the cost of the organizer or the exhibitor.

(3)Prohibit the organizer or the exhibitor(s) from holding or participating in the exhibition for two years.

(4)If the booth contractors violate any of the above mentioned regulations, depending on the circumstance, the Center has the right to:

a. In the case of workers smoking/chewing betel nut:

First-time offender for smoking/chewing betel nut: Issuance of warning letter with no fine imposed; the renovation contractor (or main contractor) shall be required to demand rectification by the offender. Second-time offender: Issuance of warning letter and fine of NT$500;Third-time offender: Issuance of warning letter and fine of NT$1,000. For each subsequent offense an additional amount of NT$500 shall be levied, with the said fine to be levied on the contractor which employs the offender. Where there is no direct employer, the fine shall be levied on the main contractor for the booth (where no direct fine is imposed on the offender). The above cumulative fine is with respect to a repeat offender. In the case of the same offense committed by different offenders, each offender shall be treated separately with respect to the cumulative fine.

b. Other infringements depending on their severity and the number of infringements: Issuance of a NT$2,000 to NT$5,000 fine depending on the seriousness of the violation and the number of times for the violation (fines will be deducted doubly from the deposit if the payment is post due). For each serious accident such as fire and others caused by the violation of article 3 or 5, the violator will be fined NT$20,000 per incident.

c. The Nangang Exhibition Center managing staff has the right to take photos for reference and force the work to stop and evicted off the exhibition grounds.

d. Any exhibitor refusing to rework improperly installed decorations as directed will have the decorations dismantled by the Center prior to the show at the exhibitor's own expense, and double the cost will be deducted from the deposit.

e. Depending on the seriousness of the violation, the contractor may be banned from one to two years from entering any of TAITRA's exhibition grounds.

10. The above regulations shall also apply to all other space in the Hall (including outdoor exhibition grounds).

11. All matters not covered herein shall be pursuant to any amendments announced by TAITRA.

7. Booth Construction

■ Move In ／ Move Out

The time of move in/out for each exhibitor will be as follow:

	Date / Regular working hours		Remark
Move in	June 16 (Sun.)	05:00 ~ 17:00	Vehicles are prohibited to enter to the exhibition hall at the last half hour.
	June 17 (Mon.)	08:00 ~ 17:00	
Move out	June 20(Thu.)	17:30 ~ 19:00	Hand Carry Out only
	June 21 (Fri.)	08:00 ~ 17:00	Vehicles Permitted

1. Additional hall rent will be charged to those exhibitors who can't complete move in/out within regular working hours.
2. Carrying-out exhibiting items during the exhibition period requires an approval from the organizer in advance. (Please see Form 7.)
3. During move-in, small passenger vehicles are denied entry to showground. Showground entry is restricted to cargo trucks and authorized trucks.

(1)Vehicles are allowed access to showground exclusively from Jingmao 1st Rd. cargo entrance.

(2)Vehicles can reach exhibits on upper floor via spiral access ramp. Weight loading for spiral access ramp is 2000 kg/m^2. Forty feet trucks under maximum capacity will be able to use the access ramp to reach the 4th floor. The unloading area on the 4th floor is 36.9 by 26.9 feet.

(3)Vehicles are prohibited from parking on 3m lanes within the showground. Vehicles are permitted to park on 6m lanes or outside the showground to unload their cargo to have cargo carted into showground.

(4)One vehicle per exhibitor is allowed into the showground at a time. In order for a truck to enter the exhibition halls, a temporary deposit of NT$1,000 must be paid at the entrance. The entire deposit will be returned upon move-out within one hour. NT$200/hr will be deducted from the deposit for overstaying beyond the hour allotted.

(5)No excavators are allowed.

4. The Maximum height clearance for trucks is 4 meters. For entry of trucks over 4 meters high (with or without goods) into the premises, requests must be submitted to the Management Section of TAITRA (including trucks over 4.25 meters in height), and after receiving permission, they can enter via the designated route at designated times. (Please ask the organizer for a Chinese application form)

Sizes for cargo entrance for each area are listed below:

Area I: Height 5 meters, Width 9.9 meters	Area L: Height 4 meters, Width 11 meters
Area J: Height 4.5 meters, Width 11.6 meters	Area M: Height 8.5 meters, Width 11.9 meters
Area K: Height 5 meters, Width 10 meters	Area N: Height 4 meters, Width 10.1 meters

5. For safety precautions, a written request must be submitted before May 23, 2013 to allow trucks with a total weight of 20 tons (based on what is labeled on the vehicle or the driver's license), or large cranes (15 tons and above) or tow trucks to enter.

■ Exhibitor's Admission

Date	Exhibitors Admission	Exhibition Opening Hours
June 18(Tue.)	08:00	10:00~ 17:30
June 19(Wed.)	09:00	10:00 ~ 17:30
June 20 (Thu.)	09:00	10:00 ~ 17:30

1. Exhibitors are allowed to enter to prepare stand booth at 8:00 on the first exhibit day, and gain access 1 hour before exhibition opening and 1/2 hour (30 minutes) after exhibition closure each day in order to service their stand. For exhibitors who wish to extend the hours, please contact the show management office.
2. Exhibitor Badges should be registered on-line before May 16. All exhibitors must check in at the Service Center on arrival at the exhibition site to collect their Exhibitor Badges. Exhibitors are entitled to 5 Exhibitors' Badges for every 9 sqm space. The Exhibitors' Badges are valid during the build-up, tear-down and exhibition period. All exhibitors must wear the badges at all times during the build-up, tear-down and exhibition period.

■ Electricity and Water/ Drainage Requirements

1. Each booth is supplied with 110 Volts 500 watts of power free of charge during show ours.
2. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply in the name of the exhibitor and use Form 6.
3. During Move-in day, electricity will be provided from 5 am to 5 pm on June 16 and 8am to 5pm on June 17.
4. Electricity will be provided during show hours from 10 am to 5:30 pm.

■ Free WLAN Service

1. This free service only allows users to receive and dispatch e-mails. If you need to download massive amounts of data, we suggest that you use other solutions like ADSL. (Use Form 2)
2. Note that this free service, does not provide flow control and is NOT usually recommended for audio or video streaming or large downloads. Repeat if you can not get on-line.
3. We can not be responsible for loss of business or other difficulties due to delay or poor quality of this free service.
4. Use of this service is free but please take measures to secure the security and privacy of your data.Hot spot: Lower exhibition hall, upper exhibition hall and public areas on 3rd, 5th and 6th floor.

■ Telephone

US$150／per line／local calls only
US$250／per line／international calls
US$200／per local line with ADSL
US$300／per international line with ADSL

1. Including installation, excess bill and broken/missing phone set will be separately charged.
2. ADSL can offer upload 512K, download 2M, with telephone set and cable.
3. Please see Form 2.

■ Floor Plan of Ground Level

8. ADDITIONAL SERVICES

- Logo Usage
- Security And Liability
- Cleaning
- Hotel Accommodations
- Freight Forwarder
- Decoration, Forklift & Forwarder List
- Showground Facilities & Services
- Exhibitor Seminar

■ **Logo Usage:**

Exhibitors are encouraged to promote their participation at Display Taiwan 2013, by utilizing the logo and banners on their own websites and in their printed materials. Please access show website at http://www.displaytaiwan.com and click into Media to find a downloadable folder containing logo and banners for print and web usages.

240x60 pixel	
945x130 pixel	

■ **Security and Liability:**

24-hour guard service will be provided in the exhibition area for protection against fire and other catastrophes. Every reasonable effort will be made to prevent loss. However, final responsibility is with the exhibitor who should arrange for insurance coverage which takes into account the full value of exhibit. PIDA doesn't accept any responsibility for losses. We recommend exhibitors remove small, easily portable items from the exhibition area any time the exhibition area is officially closed.

■ **Cleaning:**

Aisle will be cleaned daily free of charge. A final cleaning of the exhibition area will take place prior to opening. No further stand construction will be permitted after June 18, 17:00 p.m. Any exhibitor requiring the disposal of broken glass or shape objects must inform the cleaners immediately.

■ **Hotel Accommodation:**

Please refer to the reservation form at the back of this manual. As hotel accommodation is at a premium over this period, it is advisable to book early. (Please see Form 3.)

■ **Freight Forwarder:**

Two freight forwarders are also offered for your choice, please refer to Part 4.

1. Triumph Trans-Link Logistics Co., Ltd.
2. Rogers Worldwide Taiwan Ltd.

■ Decoration, Forklift & Forwarder List for Reference:

In addition to the official stand contractor –TARGET EXHIBITION DESIGN & ONSTRUCTION, the organizer offers a list with more decorating companies for your reference.

Company	Contact & E-mail	TEL	FAX
Decorate			
Cityneon Displays (Taiwan) Co., Ltd.	Mr. Simon Huang simon@ cityneon.com.tw Ms. Yummi Chen yummi@cityneon.com.tw	(02)2742-2668 Ext.231、225	(02)2742-2669
Hwalin Design Co., Ltd.	Ms. Yvonne Chen Yvonne @hwalin.com.tw	(02)2706-2448 Ext.603	(02)2709-1495
NIROExpo INT'L LTD.	Ms. Joyce Lu joyce@niroexpo.com	(02)2663-1000 Ext.231	(02)2663-4100
O'Ya Intergrated Marketing Solution	Ms. Mandy Lu mandy@o-ya-design.com	(02)2655-2777 Ext.139	(02)2655-2999
Shan Bang Design	Ms. Sophia Chen sophia.s2232@msa.hinet.net	(02)2725-3655	(02)2723-3755
Sungo Co., Ltd.	Ms. Iris Yang iris@mysungo.com	(02)2789-1565	(02)2789-2565
Target Exhibition Design & Construction	Mr. Luke Chen luke@target79.com.tw	(02)2733-3123 Ext.220	(02)2733-3988
Uniplan Taiwan Corp.	Ms. Ivy Chuang iv-chuang@uniplan.com.tw	(02)2722-7777 Ext.18	(02)2729-3455
Forklift			
Sunrise Forklift Co., Ltd.	Mr. Hu	(02)2505-4216	(02)2503-6091
Yui Chen Forklift Enterprise Co., Ltd.	Mr. Chien yichen458@yahoo.com.tw	(02)8521-0088 (02)8521-6666	(02)8521-0089
Forwarder			
Rogers Worldwide Taiwan Ltd.	Mr. Henry Lee rerogers@ms27.hinet.net	(02)8772-7586 Ext. 211	(02)8772-7587
Triumph Translink Logistics Co., Ltd.	Ms. Frances Lin frances@trans-link.com.tw Mr. Scott Chen scott@trans-link.com.tw	(02)2581-1133 Ext.101 (02)2758-7589	(02)2581-9635 (02)2758-7645

Official contractor appointed by organizer for Package Booth construction:
TARGET EXHIBITION DESIGN & CONSTRUCTION (For more details, please see Part 3.)

■ Showground Facilities & Services:

Café/Buffet/Restaurant	Third Floor
Luggage Storage	Ground Floor , Room 145
Conference Rooms	4th & 5th Floor
Convenience Store	Ground Floor
Currency Exchanges	Ground Floor , Room 145
Express Courier/ Forwarders	Ground Floor , Information center
Fast Food/ Snack Bars	Ground & 4th Floor , east
First Aid	Ground & 4th Floor, southwest
Parking Area	Basement 1

《 2013 Exhibitor Seminar》

This is an excellent opportunity for exhibiting companies to present and promote their latest technology & products. Exhibitors are privileged to book the lecture session before April 3, 2013. (Note: The application will be closed when all sessions are fully booked.) Afterwards any available session will be open to non-exhibitors. Applicant should submit application form to book lecture session ASAP and offer lecture topic with outline to PIDA by April 3, 2013. All lecture topics and company names will be printed on event programs.

- **Organizers: PIDA, SEMI, TAITRA, TCA（Website: http://www.displaytaiwan.com）**
- **Date:June 18, 2013**
- **Venue:Room 404 (Capacity:70 persons), TWTC Nangang Exhibition Hall**
- **Fee: Special Rate**

  Option 1:USD400 per session/lecture (30 minutes)

  Option 2:USD600 per session/lecture (30 minutes) + 1/4 Page AD of Show Daily

- **Time Table: ■ Reserved □ Available**

Session	1	2	3	4	5	6
6/18 (Tue.)	□ 13:00~13:30	□ 13:40~14:10	□ 14:20~14:50	□ 15:00~15:30	□ 15:40~16:10	□ 16:20~16:50

- **Equipment Supported: Stage, LCD Projector, Screen, Microphone**
- **Contact:**

Photonics Industry & Technology Development Association (PIDA)
Ms. Scarlett Wu, E-mail : scarlett@mail.pida.org.tw
Tel : 886-2-23514026 ext.853 Fax : 886-2-23968513
Office Address: 5 Fl. No. 9, Sec. 2, Roosevelt Rd., Taipei 100, Taiwan

- **Payment:**

Please remit payment in US dollars by bank transfer before March 15,2013	
Bank :	Mega Int'l Commercial Bank Co., Ltd., South Taipei Branch (SWIFT: ICBCTWTP 030)
Name :	Photonics Industry & Technology Development Association
Account :	030-10-04993-7

For available time sessions and application, please contact the organizer.

2013 Exhibitor Seminar
《Application Form》

Please fill out and return this form to PIDA by e-mail before April 3, 2013.

Company Name						
Office Address						
Contact Person			**Title**			
Telephone No.			**Fax**			
E-mail Address						
Lecture Time 6/18(Tue.)	**1**	**2**	**3**	**4**	**5**	**6**
	☐ **13:00~13:30**	☐ **13:40~14:10**	☐ **14:20~14:50**	☐ **15:00~15:30**	☐ **15:40~16:10**	☐ **16:20~16:50**

Fee: Special Rate	☐	**Option 1:USD400 per session/lecture (30 minutes)**
	☐	**Option 2:USD600 per session/lecture (30 minutes) + 1/4 Page AD of Show Daily**
Total Lectures	**How many sessions are required:**	
Speaker's Name		
Speaker's Title		
Lecture Topic		
Outline		

1. **Exhibitors are privileged to book the lecture session before April 3, 2013.**
2. **The application will be closed when all sessions are fully booked.**
3. **The above lecture topic and company name will be printed on event programs. Applicant must fill out this form and e-mail to PIDA - Ms. Scarlett Wu scarlett@mail.pida.org.tw before April 3, 2013.**

Exhibitor Service Manual

Part 2

Service Application Forms

Exhibitors are kindly requested to strictly meet the deadline as below. Applications submitted later than the deadline may be declined due to impossibility of construction or consignment of works to the agencies.

Please keep a copy of the application forms for your reference.

LIST OF APPICATION FORMS AND DEADLINES		
Form #	Application Forms	Deadline
1	Exhibitor Appointed Stand Contractor	May 09, 2013
2	Telephone & ADSL Installation	May 09, 2013
3	Hotel Reservation Form	May 09, 2013
※	Event Directory Manuscript	May 09, 2013
※	Exhibitor Badge Online Registration	May 16, 2013
4	Application for Second-Story Booth Construction	May 23, 2013
5	Construction of Height Exceeding 4 Meters	May 23, 2013
6	Electricity & Water/Drainage Requirement	May 31, 2013
7	Exhibitor's Goods Check List	June 19, 2013

※ The organizer will send a notice with details to all exhibitors by e-mail.

FORM 1 (Deadline: May 09, 2013)

Exhibitor Appointed Stand Contractor

If an exhibitor chooses to engage a stand contractor other than the official contractor (**Target Exhibition Design & Construction**) appointed by the organizer, please must complete the following form and return it to PIDA with signature. This is to confirm the exhibitors' responsibility to ensure that their appointed stand contractors are complying with the rules and regulations laid down by the organizer and the hall owner (TAITRA), including carrying out construction / dismantling works and cleaning / removing disposal of waste materials daily during the build-up and break down periods.

Exhibitors ordered raw space booths are required to sign back this form by May 09, 2013, and then allowed to pick up Exhibitor Badges by offering a business card at show site counter desk which will be served from 13:30 of June 17, 2013.

Exhibiting Company Name: _____

Rep. Booth Number: _____

Contact Person: _____E-mail: _____

Appointed Stand Contractor:	
Address:	
Contact Person:	
E-mail:	Mobile:
Tel:	Fax:

Authorized Signature by Exhibitor: _____

Date: _____

FORM 2 (Deadline：May 09, 2013)

Telephone & ADSL Installation

ADSL internet connection service offers upload 512K, download 2M, along with a telephone set and cable. Unit cost includes installation service, however, excess bill and broken/missing phone set will be separately charged.

Please fill in the following form to the organizer before deadline May 09, 2013.

Company Name:_____

Rep. Booth No.:_____ Contact person:_____

Tel:_____ E-mail:_____

Tick	Description of Service & Fee	Quantity	Amount (US$)
☐	Local calls only: US$150 per line		
☐	International calls: US$250 per line		
☐	ADSL + Local line: US$200 per line		
☐	ADSL +International line : US$300 per line		
		Total Amount：US$_____	

Note: If any additional electricity is applied, please offer an electric wiring plan or layout.

Front of Booth(s)	Front of Booth(s)

FORM 3 (Deadline : May 09, 2013)

Hotel Reservation Form

Hotel	Single Room Rate (NTD)	Distance (By taxi)	Shuttle Bus	Free Internet	Tel/Fax	Website/E-mail
PALAIS de CHINE Hotel	6,600	15~20mins		V	TEL: 886- 2-21819950 FAX: 886- 2-21819983	Website:www.palaisdechinehotel.com E-mail: joseph.lee@Lhoteldechine.com
The Tango XinYi	5,500	15mins	V	V	TEL: 886-2-25288000 FAX: 886-2-25287676	Website: www.tango-hotels.com/ E-mail: rsvn.xy@tango-hotels.com
Grand Victoria Hotel	5,060	15mins		V	TEL: 886-2-85020000 FAX: 886-2-85025670	Website: www.grandvictoria.com.tw E-mail: lucy.chen@grandvictoria.com.tw
Taipei Fullerton Hotel	4,070	15~20mins	V	V	TEL: 886-2-27635656 FAX: 886-2-27679347	Website: www.taipeifullerton.com.tw E-mail:greffery.tsai@taipeifullerton.com.tw
San Want Hotel (Contract #FC0020)	3,960	20mins		V	TEL: 886-2-27722121 FAX: 886-2-27817022	Website: www.sanwant.com E-mail: reservation@sanwant.com
Brother Hotel	3,350	15~20mins		V	TEL: 886-2-27130567 FAX: 886-2-27173334	Website: www.brotherhotel.com.tw E-mail: reservation@brotherhotel.com.tw
The Capital Da Chi	3,160	15mins	V	V	TEL: 886-2-85026161 FAX: 886-2-85026838	Website: www.goldenpalacehotel.com.tw E-mail: rsv2@capital-hotel.com.tw
City Lake Hotel (Contract# P0100)	2,838	10mins	V	V	TEL: 886-2-26342136 FAX: 886-2-26346136	Website: www.citylake.com.tw/cn/ E-mail: tw.chiou@umail.hinet.net
Bellezza Taipei Hotel	2,821	15~18mins		V	TEL: 886-2-85011112 FAX: 886-2-85011116	Website: www.isistaipei.com.tw E-mail: sales6@isistaipei.com.tw
Forward Hotel Nangang	2,600	Walk 10mins		V	TEL: 886-2-66156788 FAX: 886-2-66156799	Website: www.fwhotel.tw E-mail:j22684832@yahoo.com.tw
King of France Palace	2,600	15mins	V	V	TEL: 886-2-27890505 FAX: 886-2-27891513	Website: kofhotel.com E-mail: kofphotel@yahoo.com.tw

※Room rate including 5% tax, 10% service charge and one free breakfast
※Be sure to mention the commercial special code number if the hotel has provided.
※To assure your hotel reservation, please fill in the columns of your credit card info, for more information, please contact the hotel staff directly.
※Please submit your request to your selected hotel as soon as possible to secure hotel reservation with special rate.
※Complimentary shuttle bus from hotel to TWTC Nangang.

Please fill out this form below, e-mail or fax to hotel directly for accommodation reservation.

First Name in English:_____ Last Name in English:_____Job Title:_____

Company:_____E-mail:_____

Tel:_____Fax:_____

Address:_____

Hotel:_____ Numbers of Rooms Requested:_____

Arrival Date: ____/____/____ Departure Date:____/____/____

Credit Card Info: ☐ VISA ☐ MasterCard ☐ JCB ☐ American Express

Card No:_____ Expiration Date :____(m)/____(y)

Name of Cardholder:_____ Signature:_____

Organizers: PIDA semi TAITRA TCA

FORM 4 (Deadline：May 23, 2013)

Application for Construction of Second-Story Booth

(Minimum four booths)

To: Photonics Industry & Technology Development Association (PIDA)

Taiwan External Trade Development Council (TAITRA)

We are a participant of the Display Taiwan 2013 Show held at the Taipei World Trade Center NANGANG Exhibition Hall from June 18 to June 20, 2013. As more space is needed for the show, we hereby apply for the construction of second-story booths. We ensure that the booths will be constructed in accordance with the specifications of the construction plan (as enclosed) by a licensed architect, also in compliance with the Decoration Guidelines for the Taipei World Trade Center NANGANG Exhibition Hall, and the Construction Guidelines for Second -story Booths in the Taipei World Trade Center NANGANG Exhibition Hall. We will take sole responsibility for the safety of the booths.

If there is any injury, financial loss or infringement upon the rights of other participants resulting from the design, construction, use or removal of such booths, we will assume all legal responsibility, and ensure that TAITRA will be excused from any civil liability or compensation responsibility. If TAITRA is charged, and subjected to making compensation or sustains any losses due to any of the above circumstances, we will reimburse TAITRA for all lawsuits and lawyer expenses, other fees and TAITRA's losses.

Enclosed are related data and documents for the application for second-story booths. Please check and grant approval for the construction.

Exhibitor Name: _____

* President of company: _____(signature) Date:_____

* Tel: _____Fax: _____E-mail: _____

Booth Number: NANGANG Hall Area _____Number _____

Area of Ground Booth: _____square meters

Area of Second-story Booth: _____square meters

* Contractor for the Second-story Booths: _____

President of the Construction Company: _____

Tel:_____Fax: _____

Person in Charge: _____

Remark: Fee for the use of the second-story booths is based on the floor area. For application made on or before May 23, 2013, fee is 50% of ground floor unit rate and 70% of ground floor rate if application made after May 23, 2013. Please return the copy via Registered Airmail or Express Courier to the organizer. (**Fax not accepted**)

FORM 4-1 (Deadline：May 23, 2013)

Confirmation of Second-Story Booth Design

(Minimum four booths)

To: Photonics Industry & Technology Development Association (PIDA)

Taiwan External Trade Development Council (TAITRA)

Regarding the application of the _____(name of the exhibitor) for the construction of second-story booths in the Display Taiwan 2013 (from June 18 to June 20, 2013), at booth number: Area_____Number_____at the Taipei World Trade Center NANGANG Exhibition Hall, we have reviewed the structural design of the booths, and ensure that it is safe and complies with the related regulations of the Taipei World Trade Center. We will also take responsibility for on-the-spot supervision during construction, and will issue a certificate upon its completion.

Architect Company: _____

Structural Engineer Company: _____

Address: _____

Tel: ( ) _____Fax: ( ) _____E-mail: _____

Architect: _____

(Signature)

Structural Engineer: _____

(Signature)

Inspector: _____

(Signature)

Date:_____

Please return the copy via Registered Airmail or Express Courier to the organizer. (**Fax not accepted**)

FORM 5 (Deadline：May 23, 2013)

Application for Construction of Booth Height Exceeding 4 Meters

(Minimum six booths)

To：Photonics Industry & Technology Development Association (PIDA)

Taiwan External Trade Development Council（TAITRA）

We will participate in the Display Taiwan 2013 held in the Taipei World Trade Center NANGANG Exhibition Hall. To enhance our show presence, we hereby apply for the construction of booths exceeding 4 meters in height. We ensure that the booths will be constructed in accordance with the specifications of the construction plan（as enclosed）by a licensed architect and also in compliance with the Decoration Guidelines for the Taipei World Trade Center NANGANG Exhibition Hall, and the Construction Guidelines for construction of booths exceeding 4 meters in the Taipei World Trade Center NANGANG Exhibition Hall. We will take sole responsibility for the safety of the booths.

If there is any injury, financial loss or infringement upon the rights of other participants resulting from the design, construction, use or removal of such booths, we will assume all legal responsibility, and ensure that TAITRA will be excused from any civil liability or compensation responsibility. If TAITRA is charged, and subjected to making compensation or sustains any losses due to any of the above circumstances, we will reimburse TAITRA for all lawsuits and lawyer expenses, other fees and TAITRA's losses. If there are any damages made to showground facilities, such as to pillars, the ceiling, or fire sprinklers, during construction, we will be responsible for the compensation of losses which are appraised by an impartial third party.

Enclosed are related data and documents for the application for booths exceeding 4 meters.

Please check and grant approval for the construction.

* Exhibiting Company:_____

President of company:_____(signature), Date:_____

Tel:_____Fax:_____E-mail:_____

Venue：_____ , Area:____, Booth Number:_____

Area of Ground Booth:_____square meters

Area of Booth Exceeding 4 Meters:_____square meters, Height:_____

Meters

* Contractor:

* President of the Construction Company:

Tel: _____Fax: _____E-mail: _____

Person in Charge: _____

Please return the copy by Registered Airmail or Express Courier to the organizer. (**Fax not accepted.**)

FORM 5-1 (Deadline：May 23, 2013)

Confirmation of Booth Height Exceeding 4 Meters

(Minimum six booths)

To：Photonics Industry & Technology Development Association (PIDA)
Taiwan External Trade Development Council（TAITRA）

With regard to the _____(name of the exhibitor) that is making application for the construction of booths exceeding 4 meters in the Display Taiwan 2013 at booth number: Area _____ Number _____ in the Taipei World Trade Center NANGANG Exhibition Hall, we have checked the structural design of the booths, and ensure that it is safe and comply with the related regulations of the Taipei World Trade Center. We will also take responsibility for on-the-spot supervision during construction, and will issue a certificate upon its completion.

Architect Company: _____

Structural Engineer Company: _____

Address: _____

Tel: ( ) _____ Fax: ( ) _____ E-mail: _____

Architect: _____

(Signature)

Structural Engineer:

(Signature)

Inspector: _____(Signature)

Date: _____

P.S. If exhibitors (minimum six booths) need to build structures exceeding 4 meters, they must provide TAITRA with a copy of the agreement with the government, Public Safety and Third-Party Liability Insurance, a decoration proposal, an installation location map and other documents deemed necessary before May 23, 2013. TAITRA will charge an "Exceeding fee" of NT$100,000 (tax included) within 18 square meters of booth space. For those who exceed 18 square meters will be charged in proportion to the addition. Fixtures or signs that are affixed above the main (2.5m) structure should be recessed at least 1 Meter from the side edge of the lower structure between booths.

Please return the copy via Registered Airmail or Express Courier to the organizer. (**Fax not accepted**)

FORM 6 (Deadline：May 31, 2013)

Electricity & Water / Drainage Requirement

Each booth is basically supplied with 110 volts 0.5 KW power at free of charge. For additional requirement of electricity, fee will be charged accordingly. Please check your requirement (see the lists on the next pages) and fill in the following form to the organizer before deadline May 31, 2013.

Company Name:_____

Rep. Booth No.:_____ Contact person:_____

Tel:_____ E-mail:_____

Tick	Item	Specification & Quantity		Fee (NT$)
☐	Basic power supply at Free of Charge: 110V 0.5KW per booth	AC110V, 60Cycle	0.5 KW × _____Booths = _____ KW	Free of charge
☐	Additional requirement of AC110V (NT$700 per 0.5KW)	AC110V, 60Cycle	_____KW x NT$700 =	NT$_____
☐	Additional requirement of heavy-duty or special power supply	AC220V，60Cycle 3-Phase	_____A	NT$_____
		AC380V，60Cycle，3-Phase	_____A	NT$_____
		AC440V，60Cycle 3-Phase	_____A	NT$_____
☐	Additional requirement of 24-hour power supply	_____ Ø, _____V, _____A		NT$_____
☐	Water/Drainage Installation			NT$_____
☐	Compressed Air			NT$_____
			Total Amount：NT$_____	

Remarks:

1.Each booth is entitled to the free use of 500 Watts of 110V electricity. (1KW = 1,000W)
2.If any additional electricity is applied, please offer an electric wiring plan or layout.
3.The exhibitor shall be fully responsible for any claim of damage to property or injury to any person arising out of his improper installation of electric facilities in his booth.
4.No application shall be accepted later than **May 31, 2013** or during the show days.
5.Any cancellation must be made in written form 10 days prior to the opening of the show, then 80% of the charges duly paid will be re-funded. No refund will be made if a request for cancellation is overdue.

Tariff for Heavy Duty Electric Power

Item	Description of Service	Unit Cost NT$
1	AC 110V 60 Cycle single phase 0.5kw (500 W)	700
2	3Ø3W 220V 15A+G	2,900
3	3Ø3W 220V 20A+G	5,500
4	3Ø3W 220V 30A+G	7,500
5	3Ø3W 220V 40A+G	9,800
6	3Ø3W 220V 50A+G	11,800
7	3Ø3W 220V 60A+G	15,600
8	3Ø3W 220V 75A+G	17,900
9	3Ø3W 220V 100A+G	24,100
10	3Ø3W 220V 125A+G	29,600
11	3Ø3W 220V 150A+G	35,000
12	3Ø5W 380V 15A	7,200
13	3Ø5W 380V 20A	9,000
14	3Ø5W 380V 30A	12,100
15	3Ø5W 380V 40A	14,800
16	3Ø5W 380V 50A	17,500
17	3Ø5W 380V 60A	22,300
18	3Ø5W 380V 75A	26,300
19	3Ø5W 380V 100A	35,300
20	3Ø5W 440V 15A	7,800
21	3Ø5W 440V 20A	9,800
22	3Ø5W 440V 30A	13,400
23	3Ø5W 440V 40A	16,500
24	3Ø5W 440V 50A	19,600
25	3Ø5W 440V 60A	24,800
26	3Ø5W 440V 75A	29,500
27	24hrs1Ø 110V 5A(0.5KW)	1,900
28	24hrs1Ø 110V 15A(1.5KW)	2,700
29	24hrs1Ø 110V 20A(2KW)	7,500
30	24hrs 3Ø3W 220V 15A+G	9,800
31	24hrs 3Ø3W 220V 20A+G	11,800
32	24hrs 3Ø3W 220V 30A+G	15,600
33	24hrs 3Ø3W 220V 40A+G	17,900
34	24hrs 3Ø3W 220V 50A+G	24,100
35	24hrs 3Ø3W 220V 60A+G	29,600
36	24hrs 3Ø5W 380V 15A	14,400
37	24hrs 3Ø5W 380V 20A	18,000
38	24hrs 3Ø5W 380V 30A	24,300
39	24hrs 3Ø5W 380V 40A	29,600
40	24hrs 3Ø5W 380V 50A	35,000
41	24hrs 3Ø5W 380V 60A	44,700
42	24hrs 3Ø5W 440V 15A	15,700

43	24hrs 3Ø5W 440V 20A	19,700
44	24hrs 3Ø5W 440V 30A	26,800
45	24hrs 3Ø5W 440V 40A	33,000
46	24hrs 3Ø5W 440V 50A	39,100
47	Water/Drainage Installation	2,500
48	Compressed Air (pressure: 8Kg/cm^2, flow: 37m^3/hr)	5,000

Estimated Power Consumption for Electrical Appliances

Item	Power Consumption	Item	Power Consumption
Square Spotlight	300W	Video Set	50W
Round Spotlight	100W	Audio Set	100-200W
Halogens Light	50W	Refrigerator	80-200W
Florescent Lamp	10-40W	Drinking Water	600W
Personal Computer	100-200W	Hot Plate	800W
Notebook	20-50W	Microwave Oven	800W
Monitor	50-100W	Coffee Maker	600W
Laser Printer	500-800W	Photo Copier	1,000-1,500W
Jet Printer	30-150W	Fax Machine	100W
Point Printer	100-200W	Electric Fan	100W
Computer Graphic	50-500W	Overhead Projector	800W
Television	150W	Slide Projector	600W

P.S.: The above estimates are for reference only.

FORM 7

Exhibitor's Goods Check List

（參展品放行條）

If exhibitor needs to carry out any item from the exhibit hall during exhibit days (except period: **12:00PM ~ 5:30PM, June 20, 2013.**), please have this check list signed by organizer and submit to the guard.

Please photocopy it for your convenience.

■ Exhibitor(參展公司)：

■ Goods(攜出產品)：

■ Take-out Time(攜出時間)：

June _____, 2013, _____ A.M. _____ P.M.

(Note: This form is **not** workable to use on carrying out any exhibit items from **12:00PM ~ 5:30PM,, June 20, 2013)**

■ Signed by the organizer at the service counter (大會服務台簽章)：

Display Taiwan 2013

Please fax or send this copy to:
TARGET EXHIBITION DESIGN & CONSTRUCTION
10F-5, No.267, Sec.2 , Dunhua S. Rd.,Da'an Dist.,
Taipei City 106, Taiwan
Tel: (886)2-2733-3123ext 220 Fax: (886)2-2733-3988
Attn: Mr. Luke Chen Email: luke@target79.com.tw

Deadline

May 17, 2013

Exhibitor Service Manual

Part 3

Rental of Shell Scheme Package

The shell scheme package consists of the following items per booth:

1	Felt carpet (light grey)	5	Two folding chairs (black color)
2	Three side-panels (300*300cm)	6	Three spotlights (100W)
3	One set fascia with company name & booth No. (white board with blue lettering 300*30cm/H)	7	One power socket 110V/5A
4	One information counter(W100*D50*H75cm)	8	One Waste basket

※All booths need to construct with Flame Retardant materials .

1. Fascia name

Please fill in below the Exhibitor name required on the fascia. All letters will be capitalized in blue lettering 120mm height (4.7 inches) English alphabet(max. 24 letters)
Please use block letters—

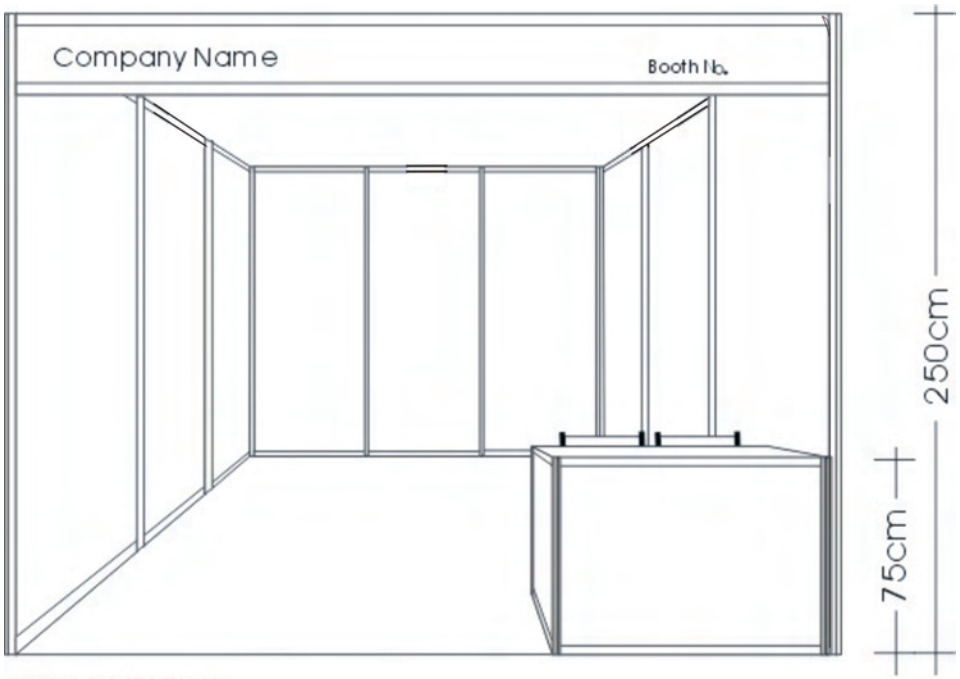
2. Logo

The logo may included onto the fascia with extra fee, but it must not be bigger than 200*100mm .
If you wish to have your logo on the fascia, please send a sample with this form for quotation .
☐Please send us a quotation based on our attached logo. (Please tick if required)

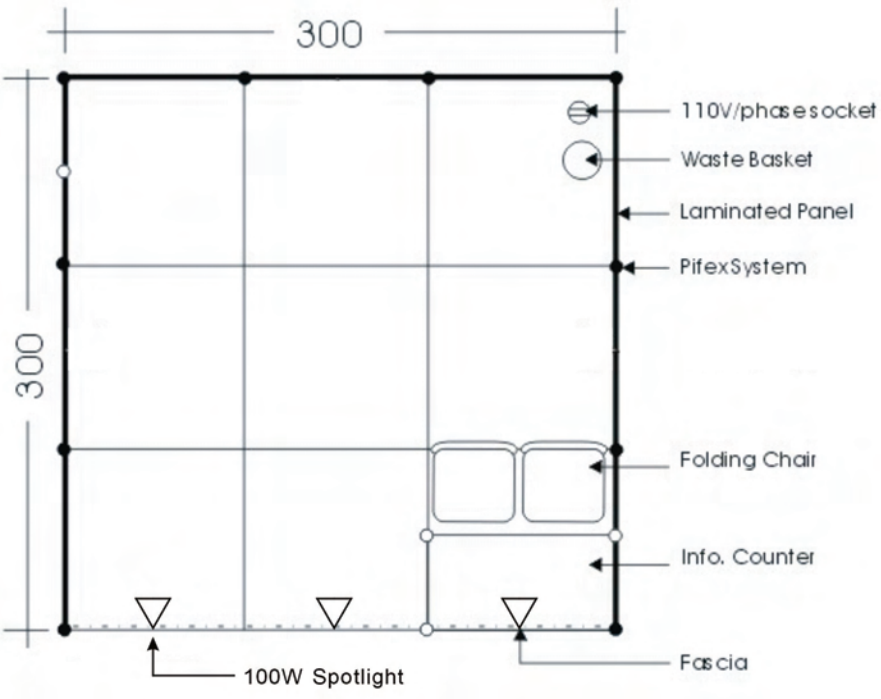
Please fill in the following form for recognition

Company Name : _____ Booth No: _____
Address : _____
Invoice Title: _____ Contact: _____
E-mail : _____ Tel: _____ Fax: _____
Signature: _____ Date: _____

Shell Scheme (300x300cm)



Perspective View



Note:

1. Do not place screw or nail system
2. When using tape or stickers on system, please remove all remains
3. If color is needed for the system wall, please inform our contacts beforehand.

Display Taiwan 2013

Please fax or send this copy to:
TARGET EXHIBITION DESIGN & CONSTRUCTION
10F-5, No.267, Sec.2 , Dunhua S. Rd.,Da'an Dist.,
Taipei City 106, Taiwan
Tel: (886)2-2733-3123ext 220 Fax: (886)2-2733-3988
Attn: Mr. Luke Chen Email: luke@target79.com.tw

Form 10
Deadline
May 17, 2013

Additional Equipment Request Form

Please fill in the following form for additional equipment and fax to Target Exhibition Design,
FAX:+886-2-2733-3988 TEL:+886-2-2733-3123 Mr. Luke Chen , ext . 220

NO.	FURNITURE/LIGHTING	DIMENSION	UNIT PRICE(NT$)	QTY	AMOUNT
	Furniture				
F1	Folding Chair (Black)		105		
F2	Easy Chair (Black)		525		
F3	Easy Arm Chair (Black)		630		
F4	White Acrylic Chair		945		
F5	Bar Stool		525		
F6	White Bar Stool		840		
F7	European Bar Stool		1050		
F8	Meeting Sofa (1People)		2100		
F9	Wooden Round Table	60 § x75cm H	1050		
F10	Frosted Glass Table	60 § x75cm H	1365		
F11	Frosted Glass Bar Table	60 § x110cm H	1365		
F12	Glass Round Table	75 § x75cm H	840		
F13	Bar Table	60 § x110cm H	1260		
F14	Glass Table	60x60x75cm H	840		
	System				
S1	Lockable Cupboard	100x50x75cm H	630		
S2	Lockable Height Cupboard	100x50x100cm H	840		
S3	Height Display Counter	50/70x50x75/100cm H	630		
S4	Low Display Counter	50/70x50x50cm H	525		
S5	Information Counter	100x50x75cm H	525		
S6	Low Glass Showcase	100x50x100cm H	2100		
S7	Height Glass Showcase	100x50x200cm H	4725		
S8	Folding Door	100x200cm H	840		
S9	Shelf (□flat / □slope)	100x30cm D	210		
S10	Glass Self (□flat / □slope)	100x30cm D	315		
S11	Peg Board	100x250cm H	1050		
S12	Single Wall Panel	100x250cm H	630		
S13	Hanger		475		

S14	TV wall panel	(Hanging for TV)	3150		

NO.	FURNITURE/LIGHTING	DIMENSION	UNIT PRICE(NT$)	QTY	AMOUNT
	Lighting				
E1	Spotlight 18W		370		
E2	Flood Light 70W		790		
E3	Arm Spotlight 18W		500		
E4	Arm Flood Light 70W		900		
E5	110V Socket		525		
E6	220V Socket		630		
E7	Multiple Plug		105		
E8	Refrigerator	50x50x75cm H	3000		
	Fixture				
A1	DM Stand (Black)		1260		
A2	Hand Bag Rack		1260		
A3	Cloth Rack Stand		840		
A4	Picture Stand		525		
A5	Rail		735		
A6	Waste Basket		100		
A7	Coffee Machine	Beans、Creamers、Stirrers included	5500		
P1	Potted Plant(S)	30~50cm H	110		
P2	Potted Plant(M)	50~100cm H	160		
P3	Potted Plant(L)	100~150cm H	270		
	Screen and Players				
V1	Plasma 42”		8400		
V2	LCD 32”		6300		
V3	DVD / VCD Player		2100		
			SUB TOTAL	NT$	
Applying after due date requires a 30% fee(request fax before due date is not included in this statement)				NT$	
			TOTAL	NT$	

NOTE:

1. **Payment terms**

A. **Bank Draft or Check to : TARGET EXHIBITION DESIGN & CONSTRUCTION**

B. **Wire Transfer:**

Bank Name: FIRST COMMERCIAL BANK TUN HWA BRANCH

Bank Address: NO.267, SEC. 2 TUN HWA S, RD., TAIPEI TAIWAN

A/C No: 164-40-037790

SWIFT CODE: FCBKTWTPXXX

After payment received, the invoice will be e-mailed to your office.

2. **Note:**

A. Shall the ordering request is past due date, your orderings will not be promised, an additional fee will be charged as followed:

Orderings after May 17 '13, additional 30% is required ; ordering on site will cost additional 50%.

B. Shall the ordering be canceled after 20days before exhibition, an additional 30% fee will be charged, cancelling on site will cost additional 70%

Additional Equipment Request Picture

Furniture

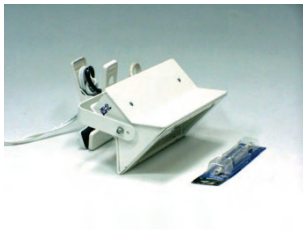
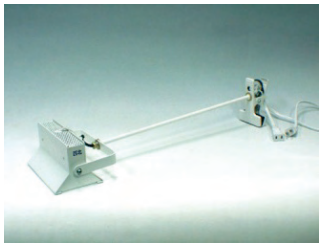
F1 Folding Chair (black)	F2 Easy Chair (black)	F3 Easy Arm Chair	F4 White Acrylic Chair
F5 Bar Stool	**F6 White Bar Stool**	**F7 European Bar Stool**	**F8 Meeting Sofa(1people)**
F9 Wooden Round Table	**F10 Frosted Glass table**	**F11 Frosted Glass Bar Table**	**F12 Glass Round Table**
F13 Bar Table	**F14 Glass Table**		

System

S1.S2 Lockable cupboard	S3 Height display Counter	S4 Low Display Counter	S5 Information Counter
W100*D50*H75cm	W50*D50*H100cm	W50*D50*H50cm	W100*D50*H75cm

S6 Low glass showcase	S7 Hight glass showcase	S8 Folding Door	S9 Shelf (1peice)
W100*D50*H100cm	W100*D50*H200cm		W100*D30cm
S10 Glass Shelf (1peice)	**S11 Pagboard**	**S13 Hanger**	**S14 TV wall panel**

Lighting & OTHER

E1 Spotlight 18W	E2 Flood Light 70W	E3 Arm Spotlight 18W	E4 Arm Flood light 70W
			
E5 110V Socket	**E6 220V Socket**	**E7 Multiple Plug**	**E8 Refrigerator(S)**

A1 A4 DM Stand(Black)	A2 Hand Bag Rack	A3 Cloth Rack Stand	A4 Picture Stand
A5 Rail	**A6 Waste Basket**	**A7 Coffee Machine**	

Screen and Players

V1 Plasma 42"	V2 LCD 32"	V3 DVD/VCD Player	

Exhibitor Service Manual

Part 4.1

SHIPPING MANUAL

Display Taiwan 2013

June. 18~20, 2013

TWTC Nangang Exhibition Hall

Prepared by:

TRIUMPH TRANS-LINK LOGISTICS CO LTD

Room 5-2, 5th Floor No 99 Chung Shan North RoadSec 2, Taipei, Taiwan

Tel: (886)(2) 25811133 Fax: (886)(2) 25239449

E-mail: frances@trans-link.com.tw

Contact: Ms Frances Lin

Triumph TRANSLINK
SPECIALIZED LOGISTICS IS OUR BUSINESS

LOGISTICS CO., LTD.
RM.5-2, 5FL., 99, CHUNG SHAN N.RD.,
SEC. 2, TAIPEI, TAIWAN, R.O.C.
http://www.trans-link.com.tw

銓營股份有限公司
TEL: (02) 25811133 (REP)
FAX: (02) 25819635.25239449
E-mail:tlestwn@ms4.hinet.net

Display Taiwan 2013

June. 18~20, 2013

TWTC Nangang Exhibition Hall

SHIPPING MANUAL

TABLE OF CONTENTS | **PAGE**

1.	Introduction	1
2.	General Information	1
3.	Document Deadlines	2
4.	Consignment Deadlines	2
5.	Consignment Instructions	2
6.	Case Markings	3
7.	Documentation	3 - 4
8.	Packing	4
9.	Storage of Empty Cases	4
10.	ATA Carnet	4
11.	Films and Video Tapes	4
12.	Foodstuff/Brochures and Giveaway Items (Consumables)	5
13.	Customs Regulations for Foreign Exhibits into Taiwan	5 - 6
14.	Customs Examination	6
15.	Exhibit Layout Plan	6
16.	Re-Export/Disposal of Exhibits	6 - 7
17.	Sold Exhibits	7
18.	Insurance	7
19.	Request for Insurance	8
20.	Terms of Payment	8
※	Deadlines / Time Schedule	9

ALL BUSINESS IS TRANSACTED ONLY IN ACCORDANCE WITH OUR STANDARD TRADING CONDITIONS. A COPY IS AVAILABLE UPON REQUEST.

Triumph TRANS-LINK
SPECIALIZED LOGISTICS IS OUR BUSINESS

LOGISTICS CO., LTD.
RM.5-2, 5FL., 99, CHUNG SHAN N.RD.,
SEC. 2, TAIPEI, TAIWAN, R.O.C.
http://www.trans-link.com.tw

鉉營股份有限公司
TEL: (02) 25811133 (REP)
FAX: (02) 25819635.25239449
E-mail:tlestwn@ms4.hinet.net

Display Taiwan 2013

June. 18~20, 2013

TWTC Nangang Exhibition Hall

1. INTRODUCTION

We are pleased to have this opportunity to service all exhibitors participating in Display Taiwan 2013.

Our comprehensive ranges of services include customs clearance, transportation, on-site handling and re-export arrangements handled by our fully equipped and experienced team of executives, supervisors and workers.

This Shipping Manual will assist you in your preparation for the correct and timely dispatch of your exhibits to Taipei. We advise you to read this manual carefully in conjunction with the Exhibitor's Kit issued by the organizers.

TRIUMPH TRANS-LINK LOGISTICS CO. LTD. will provide all lifting and handling equipment (such as pallet trucks, forklifts and cranes) on site for the moving-in of exhibits to the stands or vice versa.

We recommend that you engage the services of our overseas offices and agents worldwide for a complete logistics package for your exhibits 'door-to-door' from your country to your exhibition stand in Taipei. If you decide, however, not to use our recommended agents, we ask that you hand over this Shipping Manual to your freight forwarder for their compliance so that your exhibits can be correctly dispatched and consigned to us. Failure to comply with the deadlines and instructions will cause unnecessary delays in clearance, and may lead to additional expenses incurred.

2. GENERAL INFORMATION

The Taiwanese Authorities working in line with international conventions permit exhibits to be imported into Taipei on 'Temporary Import' basis. To enable us to clear the exhibits under bond on 'Temporary Import' basis, please adhere to all instructions in this Shipping Manual.

ALL BUSINESS IS TRANSACTED ONLY IN ACCORDANCE WITH OUR STANDARD TRADING CONDITIONS. A COPY IS AVAILABLE UPON REQUEST.

Triumph TRANS-LINK
SPECIALIZED LOGISTICS IS OUR BUSINESS

LOGISTICS CO., LTD. 銓營股份有限公司

RM.5-2, 5FL., 99, CHUNG SHAN N.RD.,
SEC. 2, TAIPEI, TAIWAN, R.O.C.
http://www.trans-link.com.tw

TEL: (02) 25811133 (REP)
FAX: (02) 25819635.25239449
E-mail:tlestwn@ms4.hinet.net

3. DOCUMENT DEADLINES

The following documents must be received by us not later than the deadlines shown below or at least 7 (seven) days prior to the arrival of vessel and/or aircraft in Keelung Port or CKS Taoyuan Airport.

MAY. 24, 2013	Copies of Bill of Lading and the Commercial Invoice and Packing List for seafreight consignments must be received by us for documentation prior to the arrival of vessel.
MAY. 31, 2013	Copies of Commercial Invoice and Packing List for airfreight consignments must be received by us for documentation prior to the arrival of flight.

4. CONSIGNMENT DEADLINES

All exhibition goods **must arrive** in Taipei **not later** than :

JUNE. 07, 2013	Films and video tapes by airfreight.
MAY. 31, 2013	Seafreight consignments.
JUNE. 07, 2013	Airfreight consignments.

For airfreight consignments, a fax pre-alert shall be sent to us indicating the flight numbers, Airway Bill numbers, number of packages, weights and dimensions upon uplift of goods.

In any such case, **TRIUMPH TRANS-LINK LOGISTICS CO., LTD.** will make all reasonable efforts to ensure delivery before the show opens; however, no guarantees can be given

5. CONSIGNMENT INSTRUCTIONS

All exhibition goods despatched either by seafreight or airfreight, shall be consigned **"Freight Prepaid"** as follows:

Consignee:	Triumph Trans-Link Logistics Co. Ltd. Room 5-2, 5th Floor, No. 99 Chung Shan North Road, Sec. 2, Taipei, Taiwan For : Display Taiwan 2013 Name of Exhibitor: Stand No.
Notify:	Triumph Trans-Link Logistics Co. Ltd. Room 5-2, 5th Floor, No. 99 Chung Shan North Road,Sec. 2, Taipei, Taiwan

All documents such as the Bill of Lading and Airway Bill must show the consignee as indicated above.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

ALL BUSINESS IS TRANSACTED ONLY IN ACCORDANCE WITH OUR STANDARD TRADING CONDITIONS. A COPY IS AVAILABLE UPON REQUEST.

6. CASE MARKINGS

All packages shall be marked as follows:

Display Taiwan 2013

c/o Triumph Trans-Link Logistics Co. Ltd.

Name of Exhibitor:

Stand Numbers:

Case Numbers:

Gross Weight/Net Weight:

7. DOCUMENTATION

For seafreight consignments, the following documents are required:

2 originals and 3 copies of Bill of Lading

6 copies of Commercial Invoice

6 copies of Packing List

2 copies of Catalogue of Exhibit

1 copy of Insurance Policy (if insured)

For airfreight consignments, the following documents are required:

2 originals and 3 copies of Airway Bill

6 copies of Commercial Invoice

6 copies of Packing List

2 copies of Catalogue of Exhibit

2 copies of Cargo Manifest (attached with MAWB)

1 copy of Insurance Policy (if insured)

To assist you in the preparation of documents, we have attached, at the end of this Shipping Manual, a specially designed Combined Commercial Invoice and Packing List form for your use. You may photocopy additional copies if the attached is insufficient.

Explanatory notes on the filling of this Combined Commercial Invoice and Packing List form are as follows:

a. All entries in these forms must be in the English Language.

b. A full description of the item must be given. Do not just indicate the model name or model number. Describe the item - such as "1:3 scale (cutaway) missile model" or "souvenirs - Lapel pins" or "wooden display plinth - floor standing", etc.

c. Every individual item, including giveaway items and brochures, is to be given a value based on CIF value expressed in U.S. dollars. Do not indicate the phrase "No Commercial Value".

d. The following declaration must be indicated: "The invoiced goods are of .... (country) ..... origin and are intended for display purposes only at the exhibition site in Taipei."

ALL BUSINESS IS TRANSACTED ONLY IN ACCORDANCE WITH OUR STANDARD TRADING CONDITIONS. A COPY IS AVAILABLE UPON REQUEST.

Triumph TRANSLINK
SPECIALIZED LOGISTICS IS OUR BUSINESS
LOGISTICS CO., LTD.
鋑營股份有限公司
RM.5-2, 5FL., 99, CHUNG SHAN N.RD., SEC. 2, TAIPEI, TAIWAN, R.O.C.
http://www.trans-link.com.tw
TEL: (02) 25811133 (REP)
FAX: (02) 25819635.25239449
E-mail:tlestwn@ms4.hinet.net

The Combined Commercial Invoice and Packing List must be received by us not later than the deadlines shown below or at least 7 (seven) days prior to the arrival of vessel and/or aircraft in Taipei. **MAY. 24, 2013** Seafreight Consignments

MAY. 31, 2013 Airfreight Consignments

For consolidated containerised sea shipments (more than one exhibitor's items in the container), the following additional documents must accompany the Bill of Lading, Commercial Invoice and Packing List: 3 copies of House Bill of Lading and 3 copies of Container Manifest.

These two additional documents are required so that the container can be imported into Taipei as a FCL container without it being unstuffed in the port, and taken out as loose cargo.

For consolidated air shipments, a House AirwayBill for each exhibitor and a consolidation manifest must be issued.

8. PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and re-packing operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

9. STORAGE OF EMPTY CASES

Empty cases will be stored within the exhibition site if space is available. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early retrieval for the re-packing at the end of the exhibition.

Note for freight forwarders:

Container detention fee will be levied by shipping lines for containers kept in use for an extended period of time. Free days allowed by shipping lines are usually up to 3 to 5 days after the discharge of containers at the port. Should you require us to keep the container within the exhibition site for storage purposes and subsequent re-export, you are to inform us of the container detention fee that has been negotiated with the shipping line.

10. CPD CARNET

The CPD Carnet is accepted in Taiwan in the case of countries having similar bilateral Agreements with the Republic of China.

11. FILMS & VIDEO TAPES

Any films and video tapes to be shown at the exhibition must be cleared by the Government Information Office (GIO). You are advised to courier these materials "Freight Prepaid" to us by JUNE. 07, 2013 to enable us to arrange for censorship clearance. 2 (two) copies of Invoice and Packing List and Power of Authority must be attached.We would advise you against hand-carrying these items into Taipei, as they may be detained by the Taiwanese Customs and considerable time and effort may be required to clear them out in time for the exhibition.

ALL BUSINESS IS TRANSACTED ONLY IN ACCORDANCE WITH OUR STANDARD TRADING CONDITIONS. A COPY IS AVAILABLE UPON REQUEST.

RM.5-2, 5FL., 99, CHUNG SHAN N.RD.,
SEC. 2, TAIPEI, TAIWAN, R.O.C.
http://www.trans-link.com.tw
TEL: (02) 25811133 (REP)
FAX: (02) 25819635.25239449
E-mail:tlestwn@ms4.hinet.net

12. FOODSTUFF/BROCHURES AND GIVEAWAY ITEMS (CONSUMABLES)

a. FOODSTUFF

→Foodstuff/beverages MUST be packed and documented separately from the exhibits to avoid delays in the customs clearance. It should be sent on a separate Bill of Lading or Airway Bill.

→Pre-alert documents must be faxed to us **at least** one(1) week prior shipment arrival to avoid any unnecessary delay in customs clearance.

→Full description (such as total number of pieces, brand of product) of the foodstuff/beverage items must be clearly given on the Combined Commercial Invoice and Packing List.

Please be guided that imported foodstuff and beverages attract very high duty rates. No exemption will be granted.

DO NOT MIX OR SHIP ALCOHOLIC DRINKS OR CANNED FOODSTUFF WITH YOUR EXHIBITS/STAND MATERIALS AS THESE ITEMS ARE SUBJECT TO STRINGENT INSPECTIONS BY THE TAIWANESE CUSTOMS/HEALTH AUTHORITIES.

Failure to comply with these instructions will cause unnecessary delays in clearance, any may lead to additional expenses incurred.

b. BROCHURES AND GIVEAWAY ITEMS

Brochures and giveaway items/souvenirs are permitted entry into Taiwan but some are subject to import duties of the CIF value. Such items must be packed separately.

13. CUSTOMS REGULATIONS FOR FOREIGN EXHIBITS INTO TAIWAN

a. GENERAL

i. The following items must be imported on a duty & taxes-paid basis:

- Non-commercial samples.
- Giveaway or promotional articles.
- Posters, photo-panels, catalogues, brochures and leaflets.
- Lubrication oil and grease for maintenance of machinery during the exhibition.
- Materials and equipment for use in the construction, installation, decoration and maintenance of booths.
- Foodstuff and drinks to be consumed during the show.
- Jewellery, precious stones and gold coins (hand-carried).
- Liquors, spirits, wines and tobaccos.

ii. Exhibits such as fresh flowers, live plants, etc must be imported on a duty-paid basis and in strict observance of Quarantine Regulations on Importation of Plants into the Republic of China.

iii. Exhibits such as telecommunication and military equipment, chemicals, drugs, alcohol,

tobacco, fireworks, weapons and explosives need government endorsements and permits for importation.

iv. In accordance with the Customs regulations in Taiwan, some stand materials may be imported under duty-deposit basis, but a rental tax at 10% of import duty amount will be charged.

v. Effective 1 January 2002, additional business tax will be applied if shipment is imported under permanent import, business tax at 5% of CIF value will be charged.

b. EXHIBITS IN BOND

According to Customs regulations, goods on bonded status may remain in Taiwan for a maximum of one (1) month from the date of importation. During the show-days exhibits are not allowed to leave the show venue. They shall neither be sold nor re-exported until all the procedures are cleared by the exhibitors concerned. The Organiser has the rights to return all overdue bonded exhibits on the exhibitor's account without necessarily obtaining the exhibitor's permission.

c. EXHIBITS IMPORTED ON A DUTY-DEPOSIT OR DUTY-PAID BASIS

Exhibits brought-in on a duty-deposit or duty-paid basis must be handled by the exhibitor's agent or representative in Taiwan who will act as a consignee and who will be responsible for any and all customs duties.

However, should exhibitor require TRIUMPH TRANS-LINK LOGISTICS CO LTD to act as their consignee on duty-deposit basis, then all exhibits must be re-exported after exhibition.

14. CUSTOMS EXAMINATION

The Taiwanese Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

HEAVY FINES will be imposed on the exhibitor in cases of **'NON DECLARATION'** and **'ERRONEOUS DECLARATION'**. In such cases, Trans-Link shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitor.

15. EXHIBIT LAYOUT PLAN

For large or heavy exhibits, an exhibit layout plan is required by us in advance in order to position such exhibits during the early stage of the build-up period.

16. RE-EXPORT/DISPOSAL OF EXHIBITS

Exhibitors are to indicate to us on the Combined Commercial Invoice and Packing List the items that will be re-exported as well as the items that will be disposed of, consumed or given away at the end of the exhibition. We will be circulating a Disposal Instruction Form to you in due course for your completion so that we can plan for the return shipments after

LOGISTICS CO., LTD.
鋑營股份有限公司
RM.5-2, 5FL., 99, CHUNG SHAN N.RD.,
SEC. 2, TAIPEI, TAIWAN, R.O.C.
http://www.trans-link.com.tw
TEL: (02) 25811133 (REP)
FAX: (02) 25819635.25239449
E-mail:tlestwn@ms4.hinet.net

the exhibition. Re-export formalities will require at least 2 to 3 weeks to process before shipments can be sent out. For goods destined for later exhibitions, our covered storage facility in Taipei can be utilized at a reasonable storage rate.

a. BONDED EXHIBITS

To provide exhibitors with adequate time to dispose of their exhibits either by sale locally or by re-export, goods must be returned to the bonded warehouse right after the show. Exhibits are allowed to be stored in the bonded warehouse for a period of up to three months after show. Any storage charges incurred will be charged to the account of the exhibitor concerned.

b. DUTY-PAID BASIS

Goods can be released from the show ground after the show closes regardless of when the said goods are sold.

17. SOLD EXHIBITS

Exhibitors must inform us during the exhibition period the details of the local buyers or agents so that we can advise them of the relevant procedures, duties/taxes involved for the sold exhibits (which will not be re-exported).

a. BONDED EXHIBITS

i) An import permit is required to be obtained by the buyer on the basis of the relevant Commercial Invoices prepared by the exhibitor.

ii) Payment of relevant charges and import duties is also the responsibility of the exhibitor or buyer.

b. EXHIBITS ON DUTY-PAID BASIS

Goods can only be released from the show venue only after the payment of relevant charges and import duties and taxes received by us. Goods will be transferred to our warehouse for storage pending the completion of Customs formalities and/or payment. **Note: The Customs Authorities are empowered to impose an uplift on the declared CIF value and all computation of Customs Duties/Taxes will be based on the new/uplifted value.**

18. INSURANCE

As our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

ALL BUSINESS IS TRANSACTED ONLY IN ACCORDANCE WITH OUR STANDARD TRADING CONDITIONS. A COPY IS AVAILABLE UPON REQUEST.

19. REQUEST FOR INSURANCE

Upon written instructions, Triumph Trans-Link Logistics Co. Ltd. can offer you insurance coverage at competitive premiums.

20. TERMS OF PAYMENT

Inward : Upon uplift of goods, prior to delivery to stand.

Outward : Upon presentation of invoice/prior to delivery to premises.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or off-set. Our bank accounts are:

TAIWAN	**Triumph Trans-Link Logistics Co., Ltd.**	**China Trust Commercial Bank Chung Shan Branch Chung Shan North Road, Sec 2,Taipei, Taiwan**
	A/C No.: 141-13-81389-07 (Remitting bank charges are to be borne by the exhibitor)	

※ FUMIGATION REGULATION

Effective from 1st January 2009, all shipments with wood packing material import into Taiwan must be fumigated in the country of origin before sending the cargo to Taiwan. To ensure the wood packing material is properly treated either by heat treatment or methyl bromide, wood packing materials must be marked with the IPPC logo.

IPPC XX - 000 YY	**Wood packing materials without acceptable stamp or not in compliance with the above requirements must be destroyed or compulsorily re-reported with the cargo without entry into Taiwan.**

IMPORTANT

All business is only transacted in accordance with the Taiwan Freight Forwarders Association (TFFA) Standard Trading Conditions. Copy is available upon application.

Use of **TRIUMPH TRANS-LINK LOGISTICS CO. LTD.**'s services - be it partly or in full - and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

For additional information or clarification, please contact us at:

Taiwan Triumph Trans-Link Logistics Co., Ltd.	Room 5-2, 5th Floor No. 99 Chung Shan North Road Sec. 2, Taipei, Taiwan Tel: (886)(2) 25811133 Fax : (886)(2) 25239449 / 25819635 E-mail: frances@trans-link.com.tw Contact: Ms. Frances Lin
Taipei World Trade Centre	Tel: (886)(2) 27587589 Fax: (886)(2) 27587645 E-mail: scott@trans-link.com.tw Contact: Mr. Scott Chen

Triumph TRANSLINK
SPECIALIZED LOGISTICS IS OUR BUSINESS

LOGISTICS CO., LTD.
RM.5-2, 5FL., 99, CHUNG SHAN N.RD.,
SEC. 2, TAIPEI, TAIWAN, R.O.C.
http://www.trans-link.com.tw

銓營股份有限公司
TEL: (02) 25811133 (REP)
FAX: (02) 25819635.25239449
E-mail:tlestwn@ms4.hinet.net

Display Taiwan 2013

June. 18~20, 2013

TWTC Nangang Exhibition Hall

DEADLINES / TIME SCHEDULE AT A GLANCE

The Exhibitor's Manual provides information to assist your participation in DISPLAY TAIWAN 2013. We strongly recommend that all your personnel are aware of the details contained in this manual.

May. 24, 2013	Copies of Bill of Lading and the Commercial Invoice and Packing List for **seafreight** consignments or at least 7 days prior to the arrival of vessel in Keelung Port
May. 31, 2013	Copies of Commercial Invoice and Packing List for **airfreight** consignments or at least 7 days prior to the arrival of aircraft in CKS Taoyuan Airport.
May. 31, 2013	Arrival of exhibits shipped by **seafreight**.
June. 07, 2013	Arrival of films and video tapes.
June. 07, 2013	Arrival of exhibits shipped by **airfreight**.

NB **Exhibitors are advised that they arrange insurance protection for exhibits and display materials at their cost and such insurance protection must cover the full period for which the equipment is on the exhibition site.**

ALL BUSINESS IS TRANSACTED ONLY IN ACCORDANCE WITH OUR STANDARD TRADING CONDITIONS. A COPY IS AVAILABLE UPON REQUEST.

Exhibitor Service Manual

Part 4.2

Display Taiwan 2013

TWTC, Nangang Exhibition Hall

(18~20, June 2013)

SHIPPING INFORMATION INSTRUCTIONS

Exhibition Transportation & On-site Handling Services

羅杰斯環球有限公司
Rogers Worldwide Taiwan Ltd.
7-0 Fl., No. 2, Fu Xing North Road Taipei 10492, Taiwan
Tel：886-2-8772 7586
Fax：886-2-8772 7587
E-mail：rerogers@ms27.hinet.net

Brief Shipping Manual

1. Customs Regulations

a) Temporary import basis

Foreign exhibits are allowed to enter Taiwan on temporary import basis, such exhibits may remain in Taiwan for a maximum of six months from date of importation. We can arrange the Bank Guarantee on behalf of the exhibitors. The items are considered consumable are subject to import duties as temporary importation was not allowed.

ATA Carnet (for Taiwan) is accepted by Taiwanese Customs for the countries having similar bilateral agreements with the Republic of China. Such as: European countries, Singapore and South Africa.

b) Customs Examination

Taiwanese Customs are strict and through in their examination of goods. All packages can be expected to be opened and contents checked against the combined commercial invoice and packing list. Heavy fines will be imposed on the exhibitor in case of under valuation, non-declaration and erroneous declaration.

2. Sea/Air Freight Documents

- Commercial invoice (3 copies)
- Packing List (3 copies)
- AWB (1original and 3 copies) / Bill of Lading (2 original and 3 copies)
- Brochures (1 copy)

Explanatory notes on the filling of the commercial invoice,

a) All entries must be in the **English** language,

b) Describe the name of products, serial number and **H/S code number,**

c) Every individual item is to be given a value based on CIF Taiwan.

3. Consignment Deadlines

Airfreight must arrive TPE on/before： **June 06th, 2013**

Sea freight must arrive Keelung on/before： **June 04th, 2013**

Pre-alert of shipping details shall be sent to us to indicating the flight numbers, number of AWB., number of packages, weights and dimensions.

Copy of AWB. or B/L and invoices, packing list must be sent to us by FAX upon uplift of goods.

4. Consignment Instruction

All exhibits dispatched either by sea freight or airfreight, shall be marked "Freight Prepaid" and shall be consigned to follows:

Consignee： Rogers Worldwide Taiwan Ltd.

7-0 Fl., No 2, Fu Xing North Road ,

Taipei Taiwan 10492

Tel：02-87727586 FAX # 02-87727587

For：Display Taiwan 2013

Notify： (Name of exhibitor)

(Stand No)

5. Shipping Marks: Shipping marks should be attached on two sides of the cases.

Display Taiwan 2013

Exhibitor:

Stand No.:

Case No.:

Country of Origin:

6. Packing:

All cases must be packed securely in order to withstand handling and long journey.

Wooden, re-usable crates are recommended

**HEAT TREATMENT for all wooden made pallets, cases, crates, etc. must be processed in the Country of origin before shipment to Taiwan.

** IPPC logo and numbers must be printed on two sides of the cases, crates, pallets. (Taiwanese customs will refuse the import for the wooden materials without IPPC logo and the numbers).

7. Storage of empty cases:

We will move all empty cases to storage and will return empty cases to your stand after Exhibition closed.

8. Transportation Insurance

Exhibitors shall themselves ensure that there is adequate insurance coverage for their own goods, and such insurance shall include a waiver of subrogation against "Rogers Worldwide Taiwan Ltd."

9. Bank Guarantee

1 % of CIF value will be charged by Taiwan Customs for each consignment coming in under Temporary Importation. The Bank guarantee coverage is for 2-month period from date of importation.

10. Heavy-lift Surcharge

2001 - 4000 Kgs： US$ 20.00 per 1000 Kgs,

4001 -6000 Kgs： US$ 35.00 per 1000 Kgs,

Exhibit exceeds 6000 Kgs, subject to individual quotation will be given upon receipt of full details.

11. Exhibition Closing Services

A form of Instruction for Disposal of exhibits will be distributed to exhibitors before closing. Please fill out and return the Instruction to us at least 3 hours before closing. We will start to return empty cases in storage to stands on the closing day after all visitors have left, and will assist exhibitors in re-packing and re-export Customs formalities. Our on-site representative will discuss with exhibitors of the arrangementsduring the exhibition.

12. Charges of Sold Items and Give-away Items：

Buyers may pick up the exhibits at show site after full payment and import duties have been paid by us.

Import duty： Based on Customs Tariffs,

Business tax： 5% on (CIF value + import duty).

13. Term of Payment

Inward： Upon uplift of goods, prior to delivery to stand,

Outward： Upon presentation of invoice, prior to delivery to premises.

Bank Information

Name of Account： Rogers Worldwide Taiwan Ltd.

Account number： 166-10-017533

Name of Bank： FIRST COMMERCIAL BANK,
SHIH MAO BRANCH

14. Corresponding Office：

For additional information, clarification or services, please contact us at following office：

Rogers Worldwide Taiwan Ltd.

Tel： 886-2-87727586 FAX： 886-2-87727587

E-mail：rerogers@ms27.hinet.net

Contact：Mr. Henry Lee or Mr. Edward Hsu

Overseas Offices: We suggest you contact our overseas offices or service partner located in your country. For your transportation services from point of origin to your exhibition stand.

U S A:	Company: WINN Expo Solutions, Inc. Tel # 714-2899466 FAX # 714-2899467 Contact: Miss Denise WINN E-mail: denise@winnexpo.com
Hong Kong	Company: Rogers Worldwide (HK) Ltd. Tel # 852-21111151 FAX # 852-21111150 Contact: Miss Connie Yuen E-mail: connie@rogershk.com
Beijing	Company: Rogers Worldwide (HK) Ltd. Beijing Representative Tel # 86-10-87730545 FAX # 86-10-87730640 Contact: Mr. Johnny Lam E-mail: Johnny@rogersbjg.com
Shanghai	Company: Shanghai Rogers Exhibition Services Ltd. Tel # 86-21-62700003 FAX # 86-21-62700005 Contact: Mr. Edmond Siu E-mail: Edmond@rogerssha.com
Malaysia	Company: R E Rogers (Malaysia) Sdn Bhd Tel # 60-3-55108611 FAX # 60-3-55106296 Contact: Mr. Chris Smith E-mail: chris@rerkul.po.my
Singapore	Company: Rogers Expo Services Singapore (Pte) Ltd. Tel # 65-68460055 FAX # 65-68461376 Contact: Miss Kui Siang CHEN E-mail: kuisiang@rogers-asia.com
Indonesia	Company: P T Rogers Karaya Gelar Tel # 62-21-4205430 FAX # 62-21-4205453 Contact: Mr. Paul Wajong / Miss Yunni E-mail: rogerskg@indosat.net.id

India	Company: R E Rogers India Pvt. Ltd. Tel # 91-11-26949801 FAX # 91-11-26949803 Contact: Ravinder Sethi E-mail: rajiv@rogersworldwideindia.com
Japan	Company: Fairtrans International Ltd. Tel # 81-3-38080915 FAX # 81-3-38080916 Contact: Mr. Takashi Oide E-mail: takashi.oide@fairtrans.info
Thailand	Company: Sun Expo Services Co., Ltd. Tel # 66-2-7284452 FAX # 66-2-7528545 Contact: Mr. Tongchai Chiochan E-mail: tongchai@sunexpothai.com
Switzerland	Company: DHL Logistics (Switzerland) AG Contact: Mr. Michael Keckeisen E-mail: Michael.keckeisen@dhl.com
United Kingdom	Company: Meritex International Ltd. Tel # 44-1392 454999 FAX # 44-1392 454998 Contact: Mr. Tim Wills E-mail: tim@meritex.co.uk
France	Company: World Exhibition Logistics Tel # 33-1-6427 2117 FAX # 33-1-6427 3651 Contact: Mr. Patrick Rejaud E-mail: Patrick.rejaud@wel.fr
Spain	Company: International Trade Show S. A. Tel # 34-93-8713954 FAX # 34-93-871 2211 Contact: Mr. Cristobal Cascante E-mail: cristobal.cascante@itsfairs.com
Netherland:	Company: Fairexx Logistics for Exhibition BV Tel # 31-251 260065 FAX # 31-251 250065 Contact: Mr. Rene Vissie E-mail: rene.vissie@fairexx.nl

Exhibitor Service Manual

Part 5

SPONSORSHIP OPPORTUNITIES

- Sponsorship Opportunities
- Sponsorship Categories
  1. Hall Promotions
  2. Conference/ Seminar Sponsorship
  3. Show Daily
  4. Show Map
  5. Event Directory
- Application Form

《2013 Sponsorship Opportunities》

Sponsorship of **Display Taiwan 2013** provides companies with high visibility opportunities and increases access to potential customers. A range of sponsorships are offered to meet different promotional needs, and definitely will bring additional awareness and increase booth traffic.

◆Deadline of application: **May 09, 2013**

◆This service is based on the first come first served criteria. The organizer reserves the right of authorization and allotment.

◆How to apply:

Please fill out the application form and fax (+886-2-2396-8513) it to the organizer before the deadline. To avoid missing applications, please contact the organizer to confirm.

◆Payment:

Payment in NT Dollar or US Dollar is acceptable, please check the exchange rate with the organizer in advance. After receive the invoice with bank account given by the organizer, please arrange payment through bank transfer before **May 16, 2013** and fax the receipt with application form to PIDA. (All bank charges should be paid by the applicant company.)

◆Note:

1. If a sponsorship item is canceled due to the organizer's concern before its production, the sponsors would receive full amount of refund, but do not reserve the right to require further indemnity.
2. Payment of sponsorship items must be received before **May 09, 2013**. Unpaid or delayed payment would result in cancellation of sponsors' qualification for the sponsorship item.
3. In order to control the exhibition quality, all sponsored output will be handled and executed by the organizer.
4. Designs from sponsors should be approved in advance by the organizer and be submitted before **May 09, 2013**.
5. Giveaways without sponsorship are not allowed to dispatch in public areas during the 3-day show.

◆Contact:

Photonics Industry & Technology Development Association (PIDA)
Ms. Scarlett Wu, E-mail: scarlett@mail.pida.org.tw
Tel：+886-2-2351-4026 ext. 853　Fax：+886-2-2396-8513
Website: http://www.displaytaiwan.com
Address：5F, No. 9, Sec 2, Roosevelt Rd., Taipei 10093, Taiwan

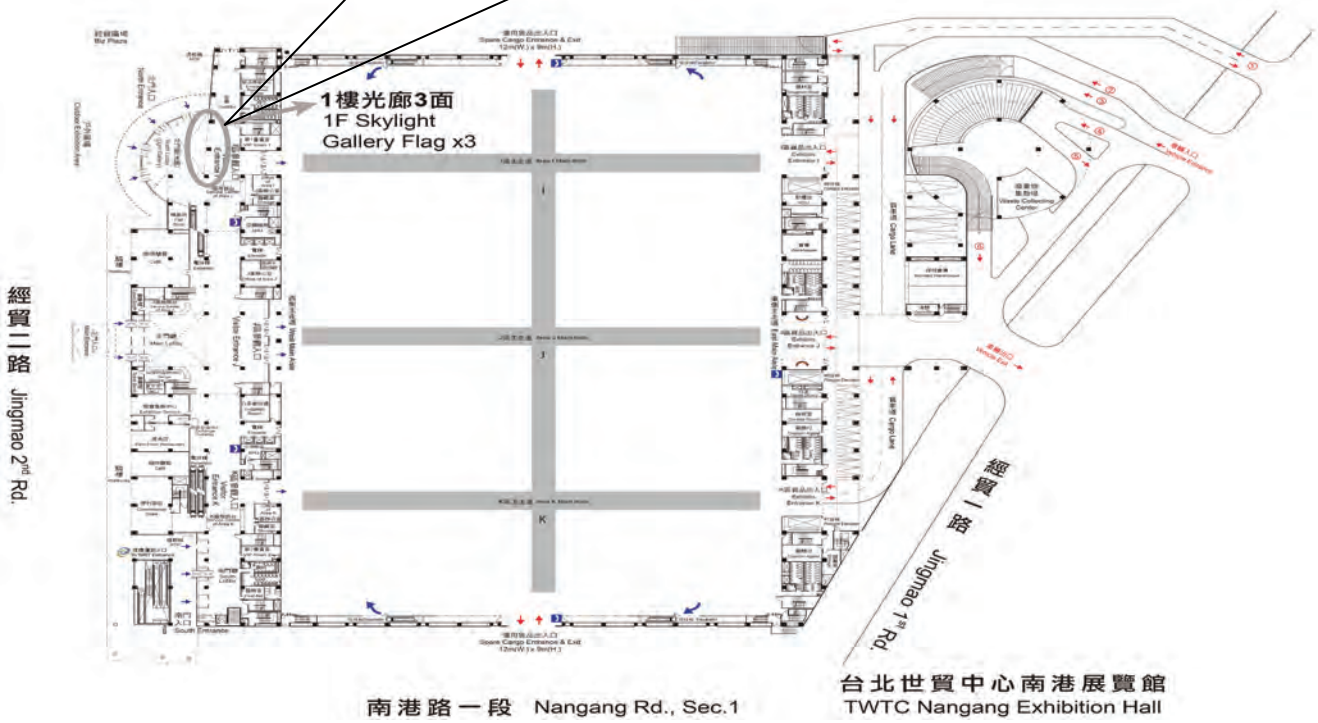
《2013 Sponsorship Categories》

1. Hall Promotions (Venue: TWTC Nangang Exhibition Hall)

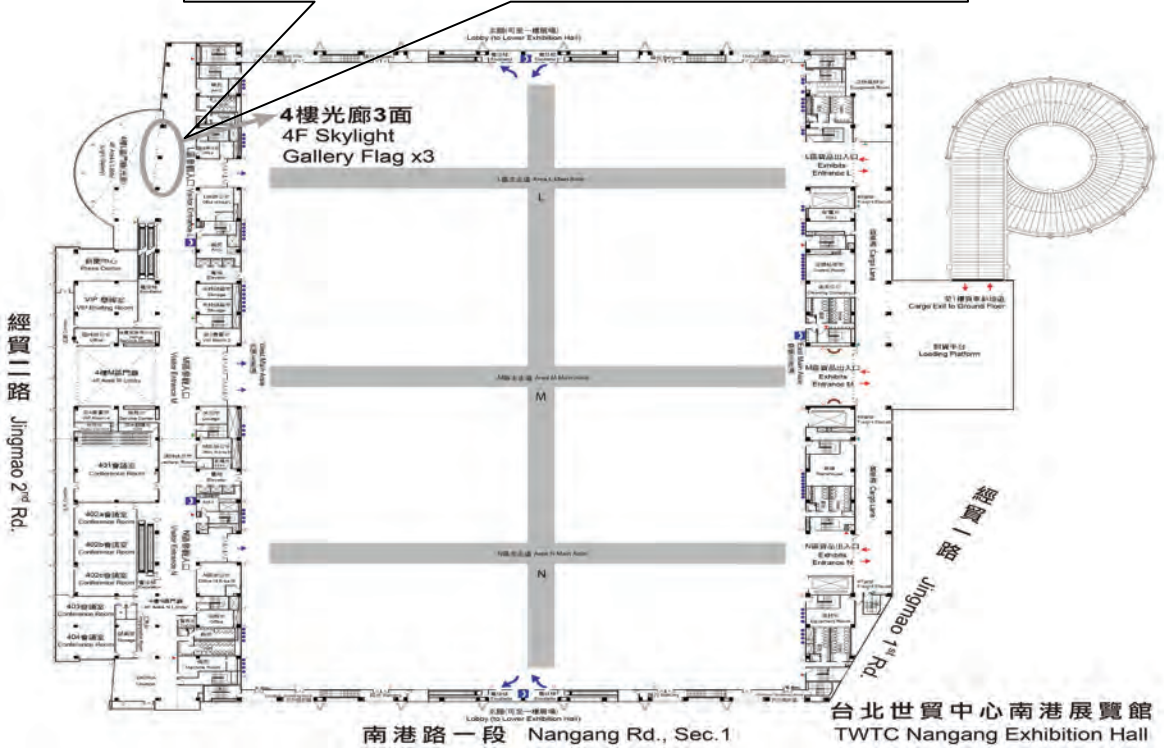
No.	Items	Description	Size/Format	Fee (Tax included)
1-1	Pass holder straps	For buyer & visitor badges' holder straps during show time	5000 straps per unit / 6 sponsors only, Ai file provided by sponsors	NT$50,000/ per one
1-2	Badge	For buyer & visitor badge during show time	10(W)×3(H)cm (5,000 per unit / 6 sponsors only,)	NT$65,000/ per one
1-3	Website banner (till the 2014 show website update)	Banner on Display Taiwan 2013 show webpage (right side)	Resolution：300dpi； 170(W)×70(H) pixels File format：jpg or gif	NT$10,000/ per one
1-4	Souvenirs (example:bag,pen, fan,notepaper,and so on.)	During exhibition,distribute to visitors and buyers in registration area.	approved souvenirs in advance by sponsors.	Please contact the organizers

No.	Item	Descirption	Size	QTY	Fee (Tax Included)
1-5	1F Skylight Lobby Flag	Sponsor design needs organizer's approval and installed by the organizer. (display logo should be appeared on the flag.)	200(W) × 330(H)cm	3 flags	NT$ 50,000/ per flag

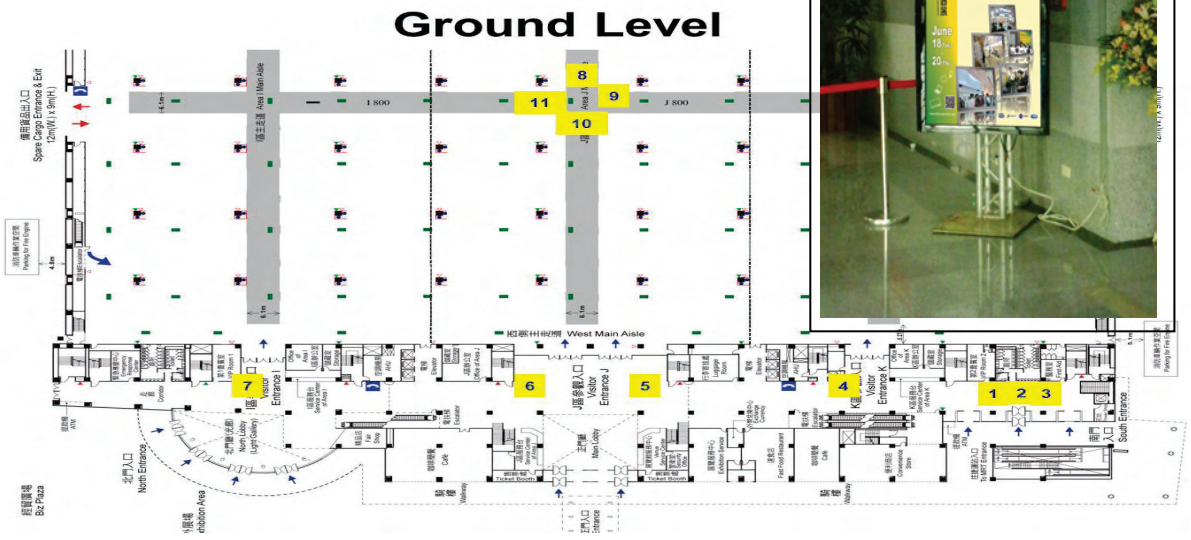
No.	Item	Descirption	Size	QTY	Fee (Tax included)
1-6	1F Skylight Gallery Flag	Sponsor design needs organizer's approval and installed by the organizer. (display logo should be appeared on the flag.)	200(W) × 330(H)cm	3 flags	NT$ 50,000/ per flag

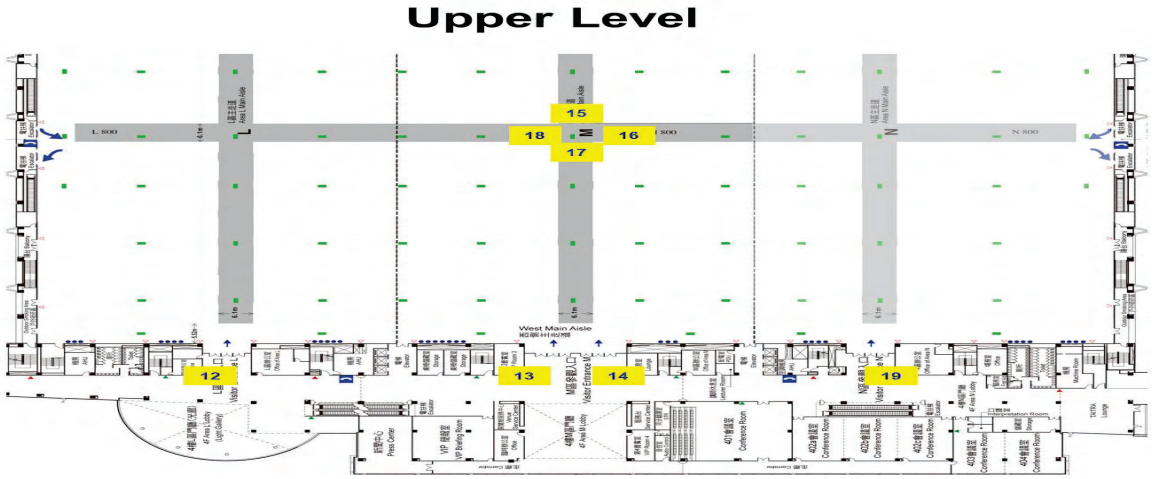


No.	Item	Descirption	Size	QTY	Fee (Tax Included)
1-7	4F Skylight Gallery Flag	Sponsor design needs organizer's approval and installed by the organizer. (expo display logo should be appeared on the flag.)	200(W) × 700(H)cm	3 flags	NT$ 70,000/ per flag



No.	Item	Descirption	QTY	Fee (Tax included)
1-8	Digital Signage in Exhibition Hall	Maximum 50 sponsors ads played by taking turns, per 15 seconds. The frequency of display on 19 digital signs about 1,728 times. Screen size: 1920x1080 Full FD File format：MPEG, AVI, WMV, WMA Picture file format：JPG, PNG Flash file format：SWF *Organizers reserved the right of display position	50 sponsors	NT$ 20,000/ per sponsor





2. Conference/ Seminar Sponsorship

No.	Description	Items	Size	Fee (Tax included)
2-1	Conference Handouts ※ Logos on handouts will be arranged in an alphabetical order of sponsors' names ※ ad pages will be arranged according to the time when the payment is received	Full page color ad on inside back cover	21cm(W) × 29.7cm(H)	NT$50,000
2-2		Full page color ad on 1 inside page		NT$10,000
2-3		Company logo on back cover 	AI file format provided by sponsors	NT$10,000

Conferences' programs and numbers of participants

Conferences	Year	Theme	Sessions	No.of Participants
Display Taiwan	2012	✓Technology and Market Trends for AMOLED ✓3D Technology Development & Application Market Estimation ✓The Market Trend and Technology Development of Touch Panel ✓The Market Trend and Technology Development of E-paper ✓THE Analysis FOR Global FPD Market AND Application ✓Material Development	6	1,300
Display Taiwan	2013	✓AMOLED Display Technology Development ✓Metal Oxide/IGZO Backplane Technology Development Trend ✓Touch Panel Technology Development Trend ✓China FPD Market Development Trend	4	800 (estimation)

Note: Programs of conferences are subject to change. Please visit the website for updated information.

3. Show Daily (Traditional Chinese version)

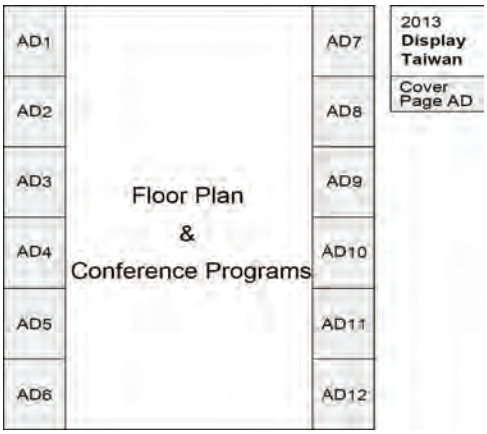
Editorial Outline	Description	
	Trimmed Size：21.4cm(W)x27.6cm(H)	
1.News Focus 2.Show Updates 3.Company Profiles 4.Market Analysis 5.Events	Date	Circulation Introduction
	June 18th	10,000 Copies
	June 19th	10,000 Copies
	June 20th	10,000 Copies
	Total	30,000 Copies

Illustration：2012 Show Daily

NO.	Item (three days)	Size	Fee (Tax included)	QTY
3-1	Special page:1/4 front cover	18.2(W) x 6.5 (H) cm	NT$60,000	1
3-2	Special page: back cover	21.6(W) x 30.3 (H) cm	NT$60,000	1
3-3	Full Page,CMYK	21.6(W) x 30.3 (H) cm	NT$30,000	
3-4	Half Page, CMYK	18.2(W) x 12 (H) cm	NT$20,000	
3-5	1/4 Page, CMYK	9(W) x 12 (H) cm	NT$10,000	

4. Show Map (Traditional Chinese version)

No.	Item	Description	Size	Fee (Tax included)	QTY
4-1	Cover page	Circulation:30,000 pcs. Resolution:300dpi ad format: jpg,pdf	15(W)× 7(H)cm	NT$50,000	1
4-2	Inside page		10(W)×14(H)cm	NT$20,000	12



Illustration：2013 Show Map cover & back

Organizers reserved the right of AD position

5.Event Directory《Publishing & Advertisement Plan》

Circulation

1.Circulation：30,000 copies
2.Language：Chinese and English
3.Distribution in related exhibitions：

Exhibitions	Venue	Date
Display Taiwan 2013 www.displaytaiwan.com	Taipei, Taiwan	2013.06 (18~20)
Photonics Festival in Taiwan: ✓OPTO Taiwan 2013 ✓LED Lighting Taiwan 2013 ✓SOLAR Taiwan 2013 ✓OPTOcomm Taiwan 2013 ✓Plant Factory Taiwan ✓Optics Taiwan ✓Taiwan Academic Research Expo www.optotaiwan.com	Taipei, Taiwan	2013.06 (18~20)
LED＆OLED EXPO http://www.oledexpo.com/	Seoul, Korea	2013.06
FPD International 2013 techon.nikkeibp.co.jp/fpd/	Yokohama Japan	2013.10
FPD Expo 2013 www.chinaFPD.net/expo	Shenzhen, China	2013.11
Photonics West 2013 www.spie.org/pwexhibit	San Francisco, USA	2014.01
FPD China 2013 www.fpdchina.org	Shanghai, China	2014.03
FINETECH Japan 2013 www.ftj.jp	Tokyo Japan	2013.04

Notes

1. Sponsors should provide texts, images and samples for art design to the organizer before **deadline May 09, 2013**.
2. No cancellation or delay after deadline.
3. All sponsors are responsible for abiding by copyright laws. The organizer is not responsible for copyright infringement of any sponsors' texts, logos, or products.

Advertising Rates

1.Price list

No.	Item	Fee (Tax included)	QTY
5-1	Back Cover	NT$157,500	1
5-2	Inside Front Cover	NT$100,800	1
5-3	Opposite to Inside Cover	NT$100,800	1
5-4	Inside Back Cover	NT$92,400	1
5-5	Inside Back Cover Opposite	NT$92,400	1
5-6	Double page spread	NT$100,800	
5-7	Full Page	NT$56.700	
5-8	Half Page	NT$35,700	

2.Advertisement Format

Design (vertical)	Double page spread size: 42.6 x 30.3 cm Full page size: 21.6 x 30.3cm Half page size: 21.6 x 15.4cm (hor.) Suggestion：For important data & content, please make size less than: 40 x 29cm or 20x 29cm or 20 x 14cm
Color	CMYK (Special color and post processing are not available)
Resolution	300 dpi
File format	pdf、tif、jpg
Font	Text outline
The sponsors must provide files according to the above required format.	

※ The organizer can provide production service of ads, photography, and art desingining. However, sponsors are responsible for the fee.

3.Deadline of payment: **May 09, 2013**

《 2013 Sponsorship Application Form 》

Applicant number:_____(typed by organizer) Date: _____(mm/dd/yy)

Thanks for your sponsorship. Please fill out and return this form to PIDA by e-mail.

Company Name			Exhibitor of the 2013 show		□Yes □No
Address					
Person in Charge			Title		
Contact Person	Name		Title		
	Tel.	Ext.		Fax	
	Email			Cell Phone	

No.	Item	QTY	Fee (Tax included)
Total Amount:			

※Payment in NT Dollar or US Dollar is acceptable, Please check the exchange rate with the organizer in advance.

Contact

Photonics Industry & Technology Development Association (PIDA)
Ms. Scarlett Wu
E-mail: scarlett@mail.pida.org.tw
Tel：+886-2-2351-4026 ext. 853
Fax：+886-2-2396-8513
Website: http://www.displaytaiwan.com
Address：5F, No. 9, Sec 2, Roosevelt Rd., Taipei 10093, Taiwan

Sponsor

Signature of the person in charge:

_____
(This signature belongs to the person authorized by and representative of the company.)

Date: _____(mm/dd/yy)